



Administrative Procedure 5080

Evaluation of Support Staff

Board Governance Policy Cross Reference: [1](#), [2](#), [11](#), [12](#), [13](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

[CUPE Collective Agreement](#)

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The purpose of an evaluation is to assess the performance of the individual employee and to identify strengths, areas for improvement and future professional goals to be attained, all in an effort to advise and assist the employee in the performance of their duties.

Performance evaluations shall be based primarily on direct supervisory observation, however, may at times also include feedback from colleagues where necessary (for example, Classroom Teacher provides input on an Educational Assistant).

All evaluation reports shall be signed by the immediate supervisor or school principal.

The evaluating supervisor shall meet with said employee to discuss the report and shall submit the report to the Office of Human Resources duly signed by all parties. Provisions for comments by either party shall be available. The evaluating supervisor shall provide a copy of the signed report to the employee for their records, and the report shall be placed in the employee's personnel file in the Office of Human Resources.

Evaluation of Employees on Probation

All new support staff hired to a permanent position shall be placed on a probationary period of 6 months from the date of hire. Probationary employees will be evaluated at least once during the probationary period. During this time, the employee's supervisor will endeavour to provide the employee with ongoing feedback as to their performance, addressing any issues to the attention of the employee in an effort to correct the behaviour.

If the employee has not attained the level of performance expected of the job, the Division may extend an employee's probationary period and will notify the employee in writing of the extension and the improvements required.

During the probationary period the Division may sever the employment relationship in accordance with the minimum notice required by Employment Standards, if the employee's performance is deemed to be unsatisfactory.

After the conclusion of a satisfactory probationary period staff shall be formally evaluated every 3 years, or as required.

Evaluation of Employees on a Trial Period

Where an employee is transferred to another classification and placed on a trial period, the employee's supervisor will endeavour to provide an evaluation of the employee during the 3-month trial period.

Term Employees

All support staff hired to a term position will be evaluated each year where they are employed for the full school year. If an employee is hired for a second or subsequent term, they may be evaluated every second year. Evaluations can be completed every year if concerns with performance are noted by the staff supervisor.