



## **Employee Development and Performance Appraisal**

**Date: 2001 11 27 / 2005 05 24 / 2007 01 30 / 2015 04 28 / 2023 05 30**

### **Administrative Procedures**

#### **1. Responsibilities**

- 1.1 Under the direction of the Director of Education, employees shall undergo a performance appraisal in accordance with the performance appraisal model developed for the specific employee group.
- 1.2 The senior administrator responsible for Human Resource Services shall maintain and approve any changes to performance appraisal models.
- 1.3 The senior administrator responsible for Human Resource Services will advise supervisors when a performance appraisal for an employee is due.
- 1.4 The employee's immediate supervisor(s) shall notify the employee prior to any formal performance appraisal and shall conduct the performance appraisal.

#### **2. Expectations**

- 2.1 Performance appraisal of staff will be administered in accordance with the appropriate performance appraisal program as established by the Board.
- 2.2 Performance appraisals will be completed on a cyclical basis in accordance with applicable legislation and/or terms of locally developed administrative procedures.
- 2.3 Supervisors will receive training to support the implementation of the performance appraisal process for each employee group they supervise.
- 2.4 All Employees will adhere to the guidelines for performance appraisals and work collaboratively with their supervisors during the appraisal cycle.

#### **3. Additional Information**

- 3.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.