

# Evaluation of Employees Not Covered by a Collective Agreement Regulation

## 2230-10 | Evaluation of Employees Not Covered by a Collective Agreement Regulation

Date Approved: February 19 2015

Date Amended:

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The Board believes that regular evaluation of all employees not covered by a Collective Agreement should take place. This will promote improvement in administrative functions, recognize exceptional performance, and ultimately result in continued improvement in the teaching-learning process in the school district.

Therefore, in compliance with Section 15.(2) of the School Act, evaluation of employees not covered by a Collective Agreement shall take place. In support of this:

1. The frequency of evaluation will be at least once during a term appointment. If the appointment is continuing, an evaluation will be completed within the first twelve months of employment and every three years thereafter.
2. The Superintendent shall be responsible for implementing evaluations for all teacher certified staff not covered by a Collective Agreement and may set Regulations in regards to this.

The Superintendent shall be responsible for evaluating the Secretary-Treasurer with the involvement of the Board of School Trustees.

The Secretary-Treasurer shall be responsible for implementing evaluations for all non-teaching staff not covered by a Collective Agreement and may set Regulations in regards to this.

3. A professional development plan shall be created by the evaluator and employee, that includes goals and strategies where areas for improvement have been identified.