

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION D: STAFF AND VOLUNTEERS**

STAFF SUPERVISION AND PERFORMANCE APPRAISAL	PROCEDURE
EFFECTIVE: 2001 11 27 / 2005 05 24 / 2007 01 30 / 2015 04 28	

ADMINISTRATIVE PROCEDURES:

1.0 Responsibility

- 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.

2.0 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 The St. Clair Catholic District School Board will receive an annual report on the performance appraisal process for the Supervisory Officers and Managers from the Director of Education.
- 2.3 The performance appraisal process is not subject to the grievance process.

3.0 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.