



## Supervision and Evaluation - Support Staff-Procedure

### New Employee Feedback

- a. The Director/Principal, Director Operations or designate shall provide feedback to the employee through the probationary period (3) months and a formal evaluation shall be completed at the designated evaluation in May.
- b. The completed evaluation shall include a recommendation to:
  - confirm the permanent employment status, or
  - recommend an extension of the probationary period, or
  - provide formal notice of termination of employment.
- c. Should an extension of the probationary period be recommended, the Director/Principal , Director of Operations, or designate shall communicate the extension to the employee prior to the completion of the probationary period, reconfirm job expectations and standards, and ensure adequate training.
- d. The Director/Principal , Director of Operations or designate shall provide feedback to the employee and complete a performance evaluation at least one month prior to the completion of the extended probationary period. A recommendation will be made:
  - confirm permanent employment status, or,
  - Provide formal notice of termination of employment.

### 2. Permanent Employees

Performance evaluations shall be completed:

- a. in May for all staff.

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