

## **SD 42 POLICY: 7810**

### **PERFORMANCE EVALUATION FOR EXCLUDED EMPLOYEES**

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#### **Scope**

This policy applies to all excluded employees defined as those employees who are not represented by a bargaining unit or those employees who occupy a position that is not included with or covered by collective bargaining as defined under the BC Labour Relations Code. Excluded employee groups include employees who are designated as executive, exempt, and principal or vice principal (inclusive of “district” designated positions).

#### **Philosophy**

The Board of Education believes that employee performance management is a fundamental expression of the Board’s commitment to excellence.

The Board encourages the implementation of practices that enable performance feedback and professional growth planning in order to support the success of our excluded employees and, in turn, the success of the School District.

#### **Authority**

The Board authorized the Superintendent of Schools to establish procedures that will guide the implementation of this policy.

#### **Guiding Principles**

The process of employee performance management should accurately celebrate contributions and achievements already made, identify the employee’s current level of performance, and clearly identify future growth plans in a timely and ongoing basis.

The purpose of the annual performance evaluation process is to:

- encourage ongoing communication between an employee and their supervisor,
- for new employees, support their success within their probationary period,
- provide timely feedback with reference to school district and department goals,
- communicate specific competencies and clear standards to establish performance and growth expectations for the following year,
- assist employees in reaching their optimal performance, and to contribute to professional development,
- provide for shared responsibility and accountability between employees and supervisors for improved job performance,
- provide motivation and support for continuous professional improvement and personal growth and;
- support the Board’s Compensation Administration for Excluded Employees Policy.

Supporting the growth of an excluded employee may include coaching, mentorship, and provision of annual professional development funds to be utilized consistent with the Board's Professional Development Policy and Procedure for All Excluded Employees to support relevant training that aligns with professional growth plans.

**APPROVED: January 24, 2018**