

**SD42 POLICY: 7810**

**PERFORMANCE EVALUATION FOR EXCLUDED EMPLOYEES**

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**PHILOSOPHY**

The Board of Education ("Board") believes that employee performance management is fundamental to its commitment to excellence. The Board encourages the implementation of practices that enable performance feedback and professional growth planning, supporting the success of our excluded employees and, by extension, the success of the School District.

**SCOPE**

This policy applies to all excluded employees, defined as those not represented by a bargaining unit or occupying a position that is not covered by collective bargaining under the BC Labour Relations Code. Excluded employee groups include executives, exempt employees, and principals or vice principals including those in "district" designated positions.

**AUTHORITY**

The Board authorizes the Superintendent of Schools to establish procedures for implementing this policy.

**GUIDING PRINCIPLES**

Employee performance management should be led by the supervisor, recognizing past contributions, assessing current performance, and identifying future growth plans in a timely and ongoing manner.

The purpose of the annual performance evaluation process is to:

1. act as a conduit for ongoing performance communication between an employee and their supervisor,
2. support the success of new employees within their probationary period,
3. set clear performance and growth expectations for the following year in alignment with the school district's goals and priorities,
4. recognize and reward exceptional performance, enhancing employee motivation and morale,
5. support employees in reaching their optimal performance and professional development,
6. establish shared responsibility and accountability for job performance and meeting organizational objectives,
7. enhance employee engagement by involving them in the evaluation process, promoting ownership of their performance and development;
8. facilitate succession planning, positioning the organization to be prepared for future leadership and critical roles, and;
9. support the Board's Compensation Administration for Excluded Employees Policy by informing compensation decisions related to salary increases, promotions, and any other compensation elements based on performance.

Supporting the growth of excluded employees may include coaching, mentorship, and provision of annual professional development funds to be utilized in line with the Board's Professional Development Policy to support relevant training that aligns with professional growth plans.

**APPROVED: January 24, 2018**

**UPDATED: April 16, 2025**