



## 3105 SUPPORT STAFF EVALUATION POLICY

Policy Type: Human Resources Manual  
Applies To: All Staff, Students, Visitors  
Approved By: LCS Head of Schools  
Policy Reviewed: every 2 years  
Adopted: 2011  
Revisions: 08 2021

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### 1. PROCEDURES & POLICIES:

- (a) Employees will be notified of an upcoming evaluation at the beginning of the year.
- (b) Evaluations for educational assistants are required annually.
- (c) Support staff with an indefinite contract should expect a formal, written evaluation at least every 24 months.
- (d) New employees on term contracts will receive an evaluation within 3 months of the start date of the contract. No written evaluations will be required within the first 3 months of employment.
- (e) Unsuccessful evaluations within the first three months of employment may result in immediate termination of employment.
- (f) Principals or direct supervisors are responsible for initiating the evaluation process and following through to a written completion.
- (g) Any evaluation that identifies critical area(s) for improvement needs to be documented and addressed through a letter of intention and/or a personal growth plan.
  - The identification of "unsatisfactory" status could lead to termination for cause in accordance with this agreement or other action as deemed appropriate by the Board in its discretion. ("Unsatisfactory" is defined as a "critical area for improvement.")
  - For an employee's performance to be deemed "unsatisfactory" there must be clearly documented evidence that demonstrates improvement is needed.) A professional growth plan to address unsatisfactory areas will be included in the summative report.
  - In the event an administrator or a manager suspects an evaluation to result in an unsatisfactory performance, the Head of School and HR Manager will be immediately notified.

### 2. CRITERIA FOR EDUCATIONAL ASSISTANTS EVALUATIONS

- (a) See evaluation document Form HR100.008.A

3. CRITERIA FOR SUPPORT STAFF EVALUATIONS (NOT EAs)

- (a) Performance of duties
- (b) Integrity and professionalism
- (c) Collaboration
- (d) Personal Growth

4. NEEDS IMPROVEMENT EVALUATIONS. An employee informed of one or more “needs improvement” criteria may expect:

- (a) To be placed on probationary status until a “proficient” designation has been achieved.
- (b) Two intervals of sixty days each to achieve a “proficient” designation.
- (c) The administrator or manager conducting the evaluation must meet personally to outline reasons for the needs improvement evaluation
- (d) Timeline:
  - Day 1. Notice of “needs improvement” performance item(s) is/are communicated in writing and in person at a meeting. Documentation is provided.
  - Day 60: Meeting. Evaluations have been completed and a formal letter with documentation is presented. If further improvement is needed then.
  - Day 120: Meeting. Evaluations completed and a formal letter with documentation is provided.
  - The Head of School determines at his/her discretion whether to terminate employment for cause in accordance with this agreement or take other action as deemed appropriate by the Board at its discretion.