

Bluewater District School Board**ADMINISTRATIVE PROCEDURE**

Human Resources

AP 7150-D

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Procedure Title	Performance Appraisal: Non-Union Employees		
Date of Issue	December 16, 2015	Related Policy	BP 7150-D
Revision Dates	May 25, 2016	Related Forms	AF 7130; AF 7131; AF 7132
Review Date		Originator	Administrative Council
References			

1.0 RATIONALE

- 1.1 Bluewater District School Board is committed to providing fair, effective, consistent and comprehensive feedback on the employee's work performance.
- 1.2 Through dialogue with their supervisor, employees will be provided with:
 - a) an opportunity to reflect on their accomplishments;
 - b) a comprehensive evaluation of their work performance; and
 - c) a forum for reviewing goals and objectives, identifying job expectations and establishing goals and recommendations for growth for the upcoming year.
- 1.3 Performance appraisals provide an opportunity for identifying and discussion areas for improved performance and any support that an employee may require, as well as training and development needs.

2.0 GENERAL

- 2.1 Performance appraisals for non-union employees will be conducted on a five-year evaluation cycle.
- 2.2 An interim review may be conducted at any time during the five-year evaluation cycle, as determined by the supervisor.
- 2.3 If concerns arise, they should be addressed immediately, as opposed to waiting until the performance appraisal meeting.
- 2.4 Non-union employees who are new to the board will receive a performance appraisal once during the six-month probation period.
- 2.5 If a non-union employee is on an extended leave during all or part of a year that is scheduled as an evaluation year, any performance appraisal that would otherwise be carried out during that period will be initiated, commencing with the pre-appraisal meeting, within sixty business days following return from leave.

3.0 ANNUAL LEARNING PLAN

- 3.1 The non-union employee will develop and submit an Annual Learning Plan (ALP) using AF 7130 "Annual Learning Plan", outlining goals, in addition to training and development needed for the upcoming year. In an appraisal year, the supervisor and the employee will engage in a performance discussion prior to October 31.

- 3.2 The AF 7130 "Annual Learning Plan" will be submitted each year to the immediate supervisor and review of the AF 7130 will be part of the performance appraisal process at both the pre-appraisal and performance appraisal meetings.
- 3.3 If necessary, during a non-appraisal year, a meeting will be arranged by the supervisor to discuss the employee's Annual Learning Plan (AF 7130).

4.0 PERFORMANCE APPRAISAL PROCEDURE

- 4.1 Each supervisor will notify the non-union employee who is in their evaluation year.

4.2 PRE - APPRAISAL MEETING

- i) Each supervisor should set-up a pre-appraisal meeting for non-union employees, in their evaluation year, to review and familiarize them with the performance appraisal process, ensure the expectations of the performance appraisal are clearly understood and to discuss any procedural issues and aspects of professionalism.
- ii) This meeting will initiate the performance appraisal evaluation period. The performance appraisal evaluation period will be from September through August. The performance appraisal will be completed by August 31 of the appraisal year.

4.3 DATA COLLECTION

- i) The supervisor shall review any evidence that they have collected during the performance appraisal evaluation period which demonstrates the employee's work performance. Evidence for each performance appraisal may include, but is not limited to, information obtained from: reviewing information concerning job requirements; reviewing the job description and the core competencies for the employee's position; viewing and scripting of performance; reviewing materials such as records, plans, resources; discussion of professional learning activities.

4.4 PERFORMANCE APPRAISAL MEETING

- i) At the conclusion of the performance appraisal evaluation period, the supervisor will review the data collected and arrange the performance appraisal meeting.
- ii) The employee shall come to the performance appraisal meeting with a summary of accomplishments and progress on goals and training from the previous year's AF 7130 "Annual Learning Plan".
- iii) Goals for the upcoming appraisal year will be discussed the year prior to the performance appraisal meeting.
- iv) The purpose of the performance appraisal meeting is to:
 - a. Discuss the employee's general work performance over the past year, progress on established goals, as well as any specific areas that require improvement;
 - b. Discuss implications of the supervisor's review, including performance rating;
 - c. Provide evidence that documents the evaluation of each core competency and goal;
 - d. Set goals and discuss training and development needs for the following evaluation period using Administrative Form AF 7130 "Annual Learning Plan". The goals must be specific and measurable within a defined time frame. They should relate specifically to the employee's area of responsibility, be realistic, yet challenging, and be consistent with the board's policies and practices.

4.5 PERFORMANCE APPRAISAL FINAL REPORT AND RATING

- i) The non-union employee's final performance appraisal report will be documented using AF 7131 "Performance Appraisal Final Report", which will contain the following:
 - a. An evaluation of the employee (accompanied by explanation(s) for each core competency, as well as an overall rating, according to the following rating scale:

- M** Meets Expectations (employee completes job assignments as expected)
- DNM** Does Not Meet Expectations (Employee is not meeting expected performance standards and needs to make significant improvement in job performance)
- DN** Development Needed (Employee needs to make some specific improvements in job performance)
- N/A** Not Applicable (If a particular factor is not applicable to the employee being evaluated, a notation of N/A may be inserted)

- ii) AF 7131 "Performance Appraisal Final Report" will be signed and dated by the supervisor who conducted the performance appraisal meeting, and a copy will be provided to the non-union employee at the conclusion of the performance appraisal meeting.
- iii) The non-union employee will be given an opportunity to review the evaluation and provide written comments within five (5) working days after the completed/signed AF 7131 "Performance Appraisal Final Report" is presented to them. The non-union employee will sign and date the form indicating that they have received a copy of it.
- iv) A copy of the final AF 7131 "Performance Appraisal Final Report" and AF 7130 "Annual Learning Plan" will be distributed to the employee, the immediate supervisor and the Executive Officer of Human Resources Services (for placement in the personnel file).

5.0 DOES NOT MEET EXPECTATIONS RATING
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- 5.1 In instances where a non-union employee performance appraisal results in a Does Not Meet Expectations rating on AF 7131 "Performance Appraisal Final Report", the following additional procedures will be adhered to:
- i) If the employee receives any "Does Not Meet Expectations" rating(s), the supervisor, seeking input from the employee, will complete AF 7132 "Performance Appraisal Improvement Plan" outlining how the employee will improve performance, including specific goals, any required training and development, and time frames for completion.
 - ii) If the supervisor is recommending an overall rating of Does Not Meet Expectations, the supervisor will complete AF 7132 "Performance Appraisal Improvement Plan" and designate an appropriate time frame for re-evaluation. In this situation, the performance appraisal must be discussed with the appropriate Superintendent and must be sent to Executive Officer of Human Resources Services for review prior to being presented to the employee.