

Procedure Title	Performance Appraisal: Office Professionals and Technicians		
Date of Issue	June 6, 2018	Related Policy	BP 7150-D
Revision Dates		Related Forms	AF 7130; AF 7132; AF 7138
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 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 Office Professionals and Technicians (OPT) 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 Office Professionals and Technicians members who are new to the board will receive a performance appraisal once during the six-month probation period.
- 2.5 If an OPT member 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 60 business days following return from leave.

3.0 ANNUAL LEARNING PLAN

- 3.1 The OPT member 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 ALP.

4.0 PERFORMANCE APPRAISAL PROCEDURE

Please refer to the flow chart in Appendix A for an overview of the procedure.

- 4.1 Each supervisor will notify the OPT member, who is in their evaluation year, within 20 working days of the start of the school year or date of hire.

4.2 PRE - APPRAISAL MEETING

- i) Each supervisor should set-up a pre-appraisal meeting for OPT members, 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 occur a minimum of 24 hours prior to the commencement of the appraisal 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.
- ii) The principal/supervisor will discuss the OPT member's ALP consistent with collective agreement article 29.

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 as soon as possible, but no longer than 20 days after the appraisal period (15 school days if unsatisfactory).
- 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. Review and finalize the OPT member's ALP.

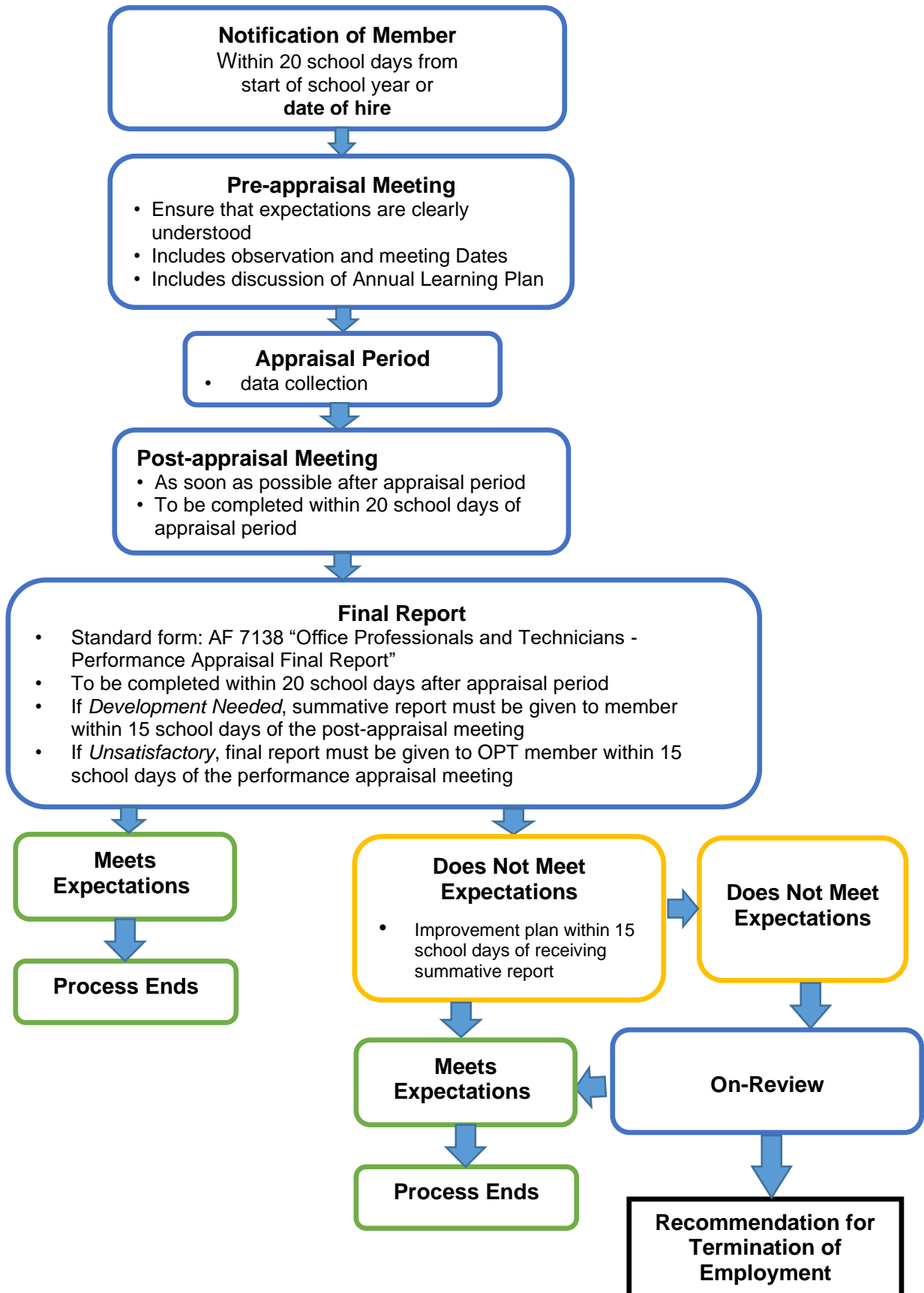
4.5 PERFORMANCE APPRAISAL FINAL REPORT AND RATING

- i) The OPT member's final performance appraisal report will be documented using AF 7138 "Office Professionals and Technicians - 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 7138 "Office Professionals and Technicians - 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 OPT member at the conclusion of the performance appraisal meeting.
- iii) The OPT member will be given an opportunity to review the evaluation and provide written comments within five (5) working days after the completed/signed AF 7138 is presented to them. The OPT member will sign and date the form indicating that they have received a copy of it.
- iv) A copy of the final AF 7138 "Office Professionals and Technicians - Performance Appraisal Final Report" and AF 7130 "Annual Learning Plan" will be distributed to the employee, the immediate supervisor and the superintendent responsible for human resources services (for placement in the personnel file).

5.0 DOES NOT MEET EXPECTATIONS RATING

- 5.1 In instances where an OPT member's appraisal results in a Does Not Meet Expectations rating on AF 7138 "Office Professionals and Technicians - Performance Appraisal Final Report", the following additional procedures will be adhered to:
 - i) If the employee receives a "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 superintendent responsible for human resources services for review prior to being presented to the employee.
 - iii) The employee will be provided with the opportunity to have union representation.

APPENDIX A: Overview of the OPT Performance Appraisal Process



APPENDIX B: OPT Performance Appraisal Process Roles and Responsibilities

This section describes the roles and responsibilities of Bluewater District School Board, supervisory officers, principals, supervisors and OPT members as they relate to the performance appraisal system.

Bluewater District School Board will:

- i. consult with Bargaining Units in developing policy and procedures
- ii. establish policies and procedures relating to performance appraisals of its OPT members, including policies and procedures that ensure that the time-lines are met and that there is accountability in the event of noncompliance
- iii. make information about the performance appraisal system available to OPT members
- iv. establish rules outlining which principal/supervisor will perform the performance appraisal duties in the case of an OPT member who:
 - o is assigned to more than one worksite
 - o moves from one worksite or department to another
- v. ensure that the performance appraisals are conducted by the principal/supervisor assigned to the worksite which the OPT member is assigned to in the evaluation year
- vi. follow Bluewater District School Board process for consultation with regard to policy review

Superintendent responsible for Human Resources Services will:

- i. review Final Report (summative) for the OPT members in their evaluation year
- ii. if required participate in the review process if the first appraisal rating is 'Does Not Meet Expectations'
- iii. consult with the principal/supervisor throughout the second appraisal following a "Does Not Meet Expectations" appraisal
- iv. in consultation with the supervisor, place the OPT member on review status after two consecutive 'Does Not Meet Expectations' appraisals
- v. consult with the principal/supervisor through the process of a third appraisal when an OPT member has been placed on review status
- vi. consult with the principal/supervisor in making recommendations to the Board regarding the termination of an OPT member's employment
- vii. consult the principal/supervisor throughout the second (third) appraisal following a 'Does Not Meet Expectations' appraisal
- viii. retain on file for as appropriate copies of the Final Reports and Annual Learning Plans completed in an evaluation year, copies of Improvement Plans, letters of recommendation for termination including all accompanying documentation and the Final Report for any evaluation completed in a non-evaluation year, termination letters

Principals/Supervisors will:

- i. conduct performance appraisals of OPT members assigned to the worksite
- ii. conduct the performance appraisal process according to the Bluewater District School Board OPT Performance Appraisal Procedure
- iii. notify the OPT members, in writing, who are in their evaluation year that a pre-appraisal meeting is required within twenty school days of the start of the school year, semester, or date of hire
- iv. determine, for OPT members assigned to more than one worksite, which administrator/supervisor will do the evaluation in consultation with other administrator(s) (FTE complement determining factor)
- v. set up an orientation meeting for OPT members in their evaluation year, to review the Performance Appraisal process (may include in meeting with other employee groups)
- vi. hold a pre-appraisal meeting and establish dates of observation(s) and meetings(s)
- vii. review with the OPT member their Annual Learning Plan at the pre-appraisal meeting
- viii. collect data through observations and meetings
- ix. conduct a post-appraisal meeting prior to the twenty school days required to complete the Final Report (fifteen school days if 'Does Not Meet Expectations')
- x. discuss at the post-appraisal meeting the results of observation
- xi. finalize the Annual Learning Plan
- xii. prepare the Final Report and meet with the OPT member to provide a signed copy of the report
- xiii. for a performance appraisal that results in a 'Does Not Meet Expectations' rating, follow steps outlined in the procedure
 - o 'Where the first appraisal rating is 'Does Not Meet Expectations'

- xiv. develop an Improvement Plan in consultation with the OPT member who has received a 'Does Not Meet Expectations' rating
- xv. submit the original signed copies of Final Report, Improvement Plan, and Annual Learning Plan to the superintendent responsible for human resources services (for personnel files), retain copy, and provide a copy to the employee as per the procedure

Note: The roles and responsibilities of the principal be assumed by a vice-principal of the same school in instances where those responsibilities are delegated.