



Northeastern Catholic District School Board

PROBATIONARY PERIOD EVALUATION

Administrative Procedure Number: APP007-6

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to engaging its employees in meaningful discussions about professional growth and development. The purpose of the appraisal process is to facilitate feedback between a supervisor and employee, identify areas of success, and next steps for consideration to enhance and improve professional performance.

REFERENCES

CUPE 4681 Collective Agreement
Compensation Practices & Procedures for Non-Union Employee Groups
Employment Standards Act, 2000
NCDSB Policy
P-7 Performance Appraisals

DEFINITIONS

Non-Teaching Staff

All employees of the NCDSB who do not have legislated regulations within the *Education Act* relating to performance appraisals, including but not limited to: Educational Assistants, Early Childhood Educators, Child & Youth Workers, Secretaries, Clerks, Custodians, Technicians, Library Assistant, Support Workers, Leads, Supervisors, and Officers.

Probationary Period

Typically defined as defined periods of time that employees are exempt from certain contractual items, most importantly the notice period required for termination. The probationary period is 90 working days for CUPE employees and six (6) months for non-union employees.

PROCEDURES

1.0 GENERAL PROVISIONS

- 1.1 New employees will have a probationary period evaluation done within the specific timelines consistent with the employment agreement.
- 1.2 New employees will be made aware of the probationary period evaluation requirement at the time hire, by the Human Resources Department.

- 1.3 The Probationary Period Evaluation is an opportunity for the supervisor to review the employee performance prior to the end of the new hire (probationary) period and to confirm a recommendation for continued employment with the NCDSB.
- 1.4 The Probationary Period Evaluation is an opportunity to review and reiterate goals and expectations with a new employee.
- 1.5 Training and development needs are discussed and a plan will be established, as applicable.
- 1.6 New employees may have performance evaluated anytime during the new hire period as needed or appropriate. A mid-point check in is strongly encouraged.
- 1.7 The purpose of this process is for productive communication between the employee and the supervisor to support professional growth and progress.
- 1.8 An employee who consistently performs below expectations on responsibilities or who falls below expectations on critical duties should not have continued employment confirmed.

2.0 STEPS TO COMPLETION OF PROBATIONARY PERIOD EVALUATION

- 2.1 The employee will be informed of the probationary period evaluation at the time of hire, by the Human Resources Department.
- 2.2 The employee and the supervisor review the job description.
- 2.3 The supervisor will schedule an evaluation review discussion with the employee.
- 2.4 In preparation for the evaluation review discussion:
 - i) The employee will receive a copy of the template *Areas for Discussion* in advance of the meeting, and should come prepared to share their perspective and comments.
 - ii) The supervisor will commence the Probationary Period Evaluation report.
- 2.5 During the evaluation review discussion, and using the *Areas for Discussion* questions:
 - i) Review the job description.
 - ii) Ask about concerns or needs from the new employee.
 - iii) Discuss successes.
 - iv) Make plans for areas in need of improvement.
 - v) Identify supports and timelines.
 - vi) Review the evaluation report.
- 2.6 The Supervisor will complete the Probationary Period Evaluation report immediately following the evaluation review discussion.
- 2.7 The Probationary Period Evaluation report will be shared with the employee.

2.8 Both parties will sign the Probationary Period Evaluation report.

2.9 An original copy is sent to the Human Resources Department for inclusion in the personnel file.

3.0 RELATED FORMS AND DOCUMENTS

Template: Areas for Discussion

Template: Probationary Period Evaluation

Director of Education:

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Date:

March 2022