

<p><b>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</b></p>	<p><b>Code: GDN</b></p>
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### **EVALUATION OF SUPPORT STAFF**

1. The Superintendent of Schools shall have the responsibility for initiating the procedure for carrying out regular evaluations for all support staff personnel in the school system.
2. The evaluation shall be done in accordance to the Administrative Organizational Plan and the supervisory authority indicated therein.
3. All members of the CUPE, Kelsey School Division office staff, and Kelsey School Division supervisory staff (Director of Maintenance & Transportation, Secretary Treasurer) shall receive an evaluation upon completion of the probationary period, at the end of their first year of work, and at the end of their second year of work. Evaluations shall then be conducted every three years afterward. All evaluations will be completed prior to June 30th of any year.
4. More frequent evaluations shall be completed if:
  - (a) the employee requests an evaluation be done or
  - (b) the supervisor deems an evaluation is necessary.
5. Supervisors shall relay their findings to the Superintendent upon request or as they deem necessary.
6. The Superintendent shall report the findings to the Negotiations and Personnel Committee of the Board on request or as the Committee deems necessary.