



# Policy: Performance Appraisal of Non-Union Staff

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## 1.0 Policy Statement

- 1.1 The performance appraisal process for non-union staff is designed to ensure the efficient operation of the school system to foster growth and development, to encourage learning opportunities and provide support where required. By helping non-union staff achieve their full potential, the performance appraisal process represents one element of the Board's vision of achieving a high level of performance.

## 2.0 Philosophy

- 2.1 The Superior North Catholic District School Board exists for those parents who wish to have their children educated in schools that integrate the values of the Roman Catholic Church and the values of the home and community within a framework provided by the Ministry of Education (O.Reg.) 99/02 and O.Reg 98/02 as amended, available at: [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca).
- 2.2 Education in the Superior North Catholic DSB is based on a philosophy in which

the learner is the focus of all educational endeavours. Opportunities are provided for every child to develop spiritually, intellectually, physically, socially and emotionally to her/his potential. Evaluation of students, programs and personnel is seen as critical for promoting a learning environment that nurtures the growth and development of all members of the school system.

- 2.3 Performance appraisal is an integral part of the evaluation process that is designed to identify relative strengths and areas of growth. This program of performance appraisal demonstrates the Board's commitment to creating a learning environment that is optimally effective for student, educator and employee alike.

## 3.0 Rationale

- 3.1 Performance appraisals are a positive organizational approach that serves on a regular basis as a tool to plan, assess and encourage growth. It is a constructive process done cooperatively that involves meetings and discussion between the supervisor and employee. An employee's performance appraisal is evaluated on a set list of domains with performance competencies and performance indicators particular to the employee's position.
- 3.2 A performance appraisal assists in career planning and analyzing training needs. It may also be used to promote personal professional growth or advancement of the employee. A performance appraisal aims to provide a fair, effective and consistent evaluation for all employees.

## References

- [MVAL](#)
- [Performance Appraisal - Non-Union Board Staff](#)

## Approval and Review Dates

Prior Date Approved: N/A

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Reviewed by: Policy Committee, Administrative Council