

## Administrative Procedure 442

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### EVALUATION OF CLASSIFIED STAFF

#### Background

Performance evaluations for classified staff shall be conducted by their Principal/Manager.

#### Procedures

1. Evaluations will be conducted as per the applicable Collective Agreement or Terms and Conditions of Employment.
2. The job description shall be referenced when completing the evaluation.
3. The classified staff member will be provided with the original appraisal. Copies will be forwarded to the Superintendent, Human Resource Services and to the Principal/Manager.
4. Additional performance appraisals may be conducted when requested by the classified staff member.

Adopted: September 19, 2016  
Reviewed/Revised: June 30, 2017, February 5, 2021

Reference: Education Act, Sections 51, 52, 53, 54, 196, 197, 222, 225  
Employment Standards Code  
Freedom of Information and Protection of Privacy Act  
Labour Relations Code