

# Public Schools Branch

## OPERATIONAL POLICY

<b>EMPLOYEE EVALUATION</b>	
<i>Policy Section</i> <b>Human Resources</b>	<i>Policy Number</i> <b>504</b>
<i>Pages</i> <b>2</b>	<i>Approved Date</i> <b>December 13, 2017</b>
<i>Reviewed Date</i>	<i>Effective Date</i> <b>December 13, 2017</b>
<i>Replaces:</i>	<b>ESD - GCO Supervision and Evaluation of Staff, March 12, 1997</b> <b>WSB - #35 Personal (Instructional) Supervision &amp; Evaluation Policy, October 20, 2010</b>

### 1.0 SCOPE

1.1 This policy applies to all Public Schools Branch employees.

### 2.0 PURPOSE

2.1 To identify the requirement for employees and supervisors to participate in performance evaluations in relation to employee job responsibilities, competence, performance objectives, achievements, professional growth, and/or development needs.

### 3.0 POLICY STATEMENT

3.1 The Public Schools Branch recognizes that the strength of the organization is in the skills and abilities of its employees. The Public Schools Branch also recognizes the importance of regular and ongoing employee evaluation as a tool to:

- 3.1.1 Provide employees with effective feedback on the performance of duties and job responsibilities;
- 3.1.2 Provide employees with awareness of job expectations from supervisors;
- 3.1.3 Foster and support employee performance, growth and development;
- 3.1.4 Address issues related to competence or other areas of deficiency; and
- 3.1.5 Recognise employee achievements and excellence.

### 4.0 PARAMETERS

4.1 The evaluation of employees will measure competence, recognize strengths, and identify areas for professional growth and development.

4.2 All employees will be evaluated in a model appropriate for their work in accordance with the applicable procedures, and in compliance with provisions of their respective collective agreements.

- 4.2.1 This model may include regular supervision of employees;

- 4.2.2 This model may include recommendations for areas of potential growth and goal setting;
- 4.2.3 This model may include written summaries of employee evaluations;
- 4.2.4 This model shall include reporting consistent with all collective agreements.
- 4.3 The Director of the Public Schools Branch shall exercise general supervision and management over employees, in accordance with the *Education Act*. The Director has the authority to delegate direct responsibility to carry out the responsibility of direct supervision and evaluation of employees pursuant to section 4(2) of the *Education Act*

**5.0 CROSS REFERENCE**

- 5.1 Collective Agreement Between the Education Negotiation Agency and the Canadian Union of Public Employees - Union Local 3260
- 5.2 Collective Agreement Between the Education Negotiation Agency and the Canadian Union of Public Employees – Union Locals 1145, 1770, 1775
- 5.3 Memorandum of Agreement between the Education Negotiation Agency and the Prince Edward Island Teachers Federation
- 5.4 Collective Agreement Between the Government of Prince Edward Island and the Workers Compensation Board of Prince Edward Island and the Island Regulatory and Appeals Commission and the PEI Union of Public Sector Employees
- 5.5 Terms and Conditions of Employment for Excluded Supervisory and Confidential Employees of the Province of Prince Edward Island
- 5.6 *Education Act*

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