

## **SCHOOL DISTRICT NO. 92 (NISGA'A)**

**Regulation Subject:** EMPLOYEE EVALUATION

**Date Passed:** 93.06.08

**Date Amended:** May 21, 2019

**Description**  
EMPLOYEE EVALUATION

### **Regulation: No. 203-R**

1. The same process may be applied to make certain determination in the event of demotions, promotions, transfers, other reclassifications and terminations.
2. The assessment shall be completed by the individual employee's immediate supervisor.
3. All non-instructional employees shall be evaluated according to the following schedule:
  - a) Employee trainee – 10 days before completion of training period.
  - b) Probationary Employee -
    - at the end of first 20 working days
    - at the end of 40 working days
    - at the end of 60 working days, at this point recommendation for permanent appointment or terminations should be made.
  - c) Increment Rating – anytime increment is requested by employee.
  - d) Annual Rating at least two weeks before annual review date.
  - e) Other – to be completed in the event of demotion, promotion and transfer, etc.
4. All assessments must be documented by the form provided for this purpose.
5. When the decision for individual evaluation is made by any supervisor authorized to do so, the employee involved must be advised immediately.
6. Each review process must include a discussion with the employees being evaluated, at which time he/she should be given access to the completed "assessment form". Any necessary counseling should be done at this time.
7. Department or area supervisors are responsible for scheduling and completing the assessment of all employees in his/her area. If may be necessary to conduct the evaluation jointly with another supervisor (i.e. Principal and Director of Operations in the case of Janitors).
8. The assessing supervisor is charged with the responsibility of ensuring that assessment form is as complete as possible, and the information entered is accurate.