



Performance Appraisal

Date Approved: 2016

Projected Review Date: 2020

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PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) believes that all students receive the benefit of an educational system staffed by competent and effective staff who have received the assistance of management in professional growth and identifying career goals.

GUIDING PRINCIPLES:

- Support all employees with carrying out their responsibilities in a cooperative and professional manner, working in compliance with HWDSB policy and procedures, the Education Act and other related legislation.
- Recognize that an engaged and effective staff across the organization promotes HWDSB's vision of improved student achievement.
- Value employees by respecting their concerns, responding to their needs, encouraging professional growth and recognizing their accomplishments.
- Provide staff with employee and leadership development to strengthen employees' skills, knowledge and competencies.

INTENDED OUTCOMES:

- Performance management of all staff is conducted in accordance with one of the following Ministry mandated/HWDSB processes for their appropriate employee group:
 - a. Director's Performance Appraisal (DPA)
 - b. Employee Performance Appraisal (EPAS)
 - c. Principal/Vice Principal Performance Appraisal (PPA)
 - d. Supervisory Officer Performance Appraisal (SOPA)
 - e. Teacher Performance Appraisal (TPA)
- Employee professional learning, leadership development and performance management processes promote continuous improvement and engagement for all employee groups.

RESPONSIBILITY:

Director of Education
Members of Executive Council

TERMINOLOGY:

Professional Learning: A comprehensive, sustained, and intensive approach to improving employee effectiveness.



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Performance Management: An assessment of an employee to gauge progress toward predetermined goals.

ACTION REQUIRED:

The performance of employees is appraised based on the procedures and guidelines indicated within the performance appraisal system as legislated or mandated for each employee group at HWDSB.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Performance management of all staff is conducted in accordance with one of the following Ministry mandated/HWDSB processes for their appropriate employee group: <ul style="list-style-type: none"> ○ Director's Performance Appraisal (DPA) ○ Employee Performance Appraisal (EPAS) ○ Principal/Vice Principal Performance Appraisal (PPA) ○ Supervisory Officer Performance Appraisal (SOPA) ○ Teacher Performance Appraisal (TPA) 	Completion of performance appraisals in accordance with legislated guidelines and HWDSB appraisal processes, which will be reported to the Board of Trustees annually.
Employee professional learning, leadership development and performance management processes promote continuous improvement and engagement for all employee groups.	Growth/Development/Continuous Improvement Plans in place for employees who have completed performance appraisals, which will be reported to the Board of Trustees annually.

REFERENCES:

Government Documents

Education Act
 Education Act Regulations
 Ontario Leadership Framework

HWDSB Policies

Accommodation of Staff
 Professional Learning