

CODE: FGCB.AR

EFFECTIVE DATE: (29-01-2020)

TOPIC: Supervision and Evaluation of Exempt
Non-Management Staff

ISSUE DATE: (29-01-2020)

REVIEW YEAR: (2014)

REGULATION

A. GENERAL

1. Exempt non-management staff members shall actively participate in planning, evaluating and improving their performance/practice on a continuous basis.
2. The principal, Decision Unit Manager or supervisor shall be responsible for the overall supervision and evaluation process.
3. The immediate supervisor shall normally be responsible for on-going supervision of the staff member.
4. On-going supervision should involve two-way communication, be supportive in nature, and include self-evaluation, feedback and coaching.
5. Written evaluations shall be treated in confidence and as such, access shall be in accordance with the requirements of the *Freedom of Information and Protection of Privacy Act*.

B. ANNUAL PROFESSIONAL GROWTH PLAN

1. An exempt non-management staff member may be required to develop an annual professional growth plan. The staff member in consultation with the principal, Decision Unit Manager or supervisor shall determine the process and content of the plan.
2. If a professional growth plan is required, it shall be designed to improve performance and promote professional growth. The plan should be meaningful and related to the staff member's current assignment and career goals. As such, the plan should:
 - a. reflect goals and objectives based on skills required for the current position;
 - b. reflect areas for growth and development; and,
 - c. take into account the education plans of the decision unit, school, Division, Alberta Education, and, if applicable the profession.
3. The annual professional growth plan shall be submitted in writing for review at a time set by the principal, Decision Unit Manager or supervisor in consultation with the staff member.
4. The annual professional growth plan:
 - a. may be a component of a long-term, multi-year plan; and
 - b. may include a planned program of supervision of practicum or internship students, or provisional registrants to a profession.

5. Each annual professional growth plan shall include:
 - a. goal/objective statement(s);
 - b. strategies for achieving the goal/objective(s);
 - c. indicators and/or measures of the achievement of the goal/objective(s); and
 - d. an estimated timeline for completion of the goals/objectives.
6. Each year, the principal, Decision Unit Manager or supervisor and the staff member shall review the plan to reflect on:
 - a. the staff member's professional growth;
 - b. the degree of success in achieving the goal/objective(s); and
 - c. how practice has been enhanced by the plan.

C. SUPERVISION

1. Supervision by principals, decision unit managers or supervisors is intended to assist exempt staff members in meeting the responsibilities of their position. Supervision shall be ongoing and supportive in nature.
2. The supervision process shall:
 - a. provide support and guidance to staff members;
 - b. include observations and information from any source about the quality of work/service the staff member provides; and
 - c. identify behaviours, skills, knowledge or practices that may require improvement.
3. If as a result of information gathered through supervision, a concern about the staff member's behaviour or practices arises, the principal, Decision Unit Manager or supervisor shall provide support and work with the staff member to redress the concern in a prompt manner. A written supervision plan, with expectations and timelines, may also need to be developed.

D. EVALUATION

1. Written evaluations for exempt non-management staff related to the responsibilities and performance standards as outlined in their position description, shall be completed at the end of their probationary period or after six months of being promoted or transferred to a different position.
2. All exempt non-management staff shall receive a written evaluation at least once every three years.
3. Written evaluations of the exempt non-management staff member's performance may be completed more frequently at the discretion of the principal, decision unit manager or supervisor, or at the request of the staff member.
4. The supervision and evaluation of exempt non-management staff shall be conducted with respect, fairness and due process.
5. Written evaluations shall include:
 - a. an assessment of the staff member's performance related to the responsibilities or duties assigned during the evaluation period;

- b. an assessment of how the performance of the staff member contributed to the overall results of the school or decision unit;
 - c. an assessment of the application of skills, knowledge and personal/professional attributes required to achieve the expected performance;
 - d. comments and signatures by the supervisor and the staff member; and
 - e. an addendum outlining the professional development activities undertaken during the evaluation period.
6. Principals, Decision Unit Managers or supervisors shall ensure that the staff member receives a copy of all evaluation reports. The final evaluation report must be submitted to the staff member's personnel file.

A staff member may respond in writing to the evaluation. This response will be placed on the staff member's personnel file.

7. Staff members may request a review of their evaluation process no later than 30 calendar days after the receipt of an evaluation report.
- a. Such a request shall be made in writing to the Superintendent of Schools.
 - b. The Superintendent of Schools or designate shall review the evaluation to determine if the process of evaluation by the principal, Decision Unit Manager or supervisor was conducted in accordance with provisions in the administrative regulations.
 - c. The results of the review will be reported to the staff member in writing, no more than 30 calendar days from the time the request for the review is received. There is no appeal of any decision arising from such a review.

REFERENCES

FAA.BP - Human Resources Framework

FGC.BP - Staff Performance

Education Act Sections 196, 197

Freedom of Information and Protection of Privacy Act