


Windsor-Essex Catholic District School Board



Section: Human Resources

**ADMINISTRATIVE PROCEDURE:
PR H: 01E Performance
Management For Non-Union
Staff**

NUMBER:	PR H: 01E
EFFECTIVE:	June 23, 2008
AMENDED:	March 30, 2010
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	2017-2018

1.0 OBJECTIVE:

1.1 The objectives of performance management for non- union staff are:

- to promote quality and excellence
- to complete the requirements of the position by acknowledging its priorities, timelines, and expectations
- to provide adequate feedback to substantiate need and ideas for growth
- to support and assist the person’s interest for a change in employ or position within the system
- to align the practice of each non-union staff member to the goals of the unit in which he or she works and to the goals of the Board
- to provide non-union staff with the opportunity to discuss strengths and enhancement of skills in a positive, constructive manner with the supervisor
- to identify and fulfill training needs
- to assist non-union staff identify, through partnership with the supervisor, key areas of focus
- to help individuals anticipate and determine areas of development and prioritize and plan for critical changes
- to recognize the need for commitment to everyone who is affected by the staff member’s work.

2.0 DEFINITIONS:

2.1 For the purpose of this procedure “non-union staff” shall include all employees of the board who are not members of a bargaining unit, excluding supervisory officers, principals and vice-principals.

3.0 PERFORMANCE APPRAISAL PROCESS:

- 3.1 Each newly employed non-union staff member will be involved in a performance review process as prescribed by human resources during his or her probationary period.
- 3.2 Beyond the performance review process specific to the probationary period, non- union staff shall participate in the performance management process detailed in the Board document, “The Windsor-Essex Catholic District School Board Performance Management for Non-Union Staff.”

- 3.3 Each non-union staff member shall participate in the performance management process every three years. Participation in the process may take place in any other year at the request of the employee or as determined by the supervisor.
- 3.4 Board administration shall continue to review and amend, as required, its performance management process for non-union staff as detailed within “The Windsor-Essex Catholic District School Board Performance Management for Non-Union Staff”, to ensure that the best means and measurement methods available are utilized.

4.0 REFERENCES:

Board Policy H: 01 Staff Performance Appraisals

The Windsor-Essex Catholic District School Board Performance Management for Non-Union Staff