



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

POLICY – PO302

Employee Development and Performance Appraisal

Area: Human Resource Services
Source: Chief Human Resources Officer

Approved: May 11, 2020
Revised:

1. Introduction

High quality work in a Catholic school board is essential to creating a faith-filled positive learning environment, improving student outcomes and reducing gaps in student achievement. A clearly defined framework for Employee Development and Performance Appraisal encourages a culture of excellence, fosters development and identifies opportunities for additional support where required. By helping all staff achieve their full potential, the performance appraisal process represents one element of achieving high levels of student achievement.

2. Definitions

Nil

3. Purpose

The purpose of this policy is to support the development of effective performance appraisal systems for all staff of the Durham Catholic District School Board (the “Board”).

4. Application / Scope

This policy applies to all employees of the Board.

5. Principles

5.1 The Board recognizes that:

5.1.1 all staff need to engage in ongoing professional learning for continuous improvement in the delivery of effective Catholic education;

- 5.1.2 it has an obligation to create a working environment where employees can develop and grow in their professional capacity with the Board;
- 5.1.3 the provision of clear expectations through regular, timely and genuine feedback, promotes high standards and supports all employees in performing their duties with excellence;
- 5.1.4 performance appraisals must be conducted consistently, objectively and transparently; and
- 5.1.5 performance appraisals provide a forum for the contributions of employees to the school, Board and/or department to be acknowledged.

6. Requirements

- 6.1 The Director of Education shall issue administrative procedures to support this policy and amend them thereafter as the need may arise.
- 6.2 Each employee group must have an appraisal process completed that is consistent with Ministry of Education requirements and the terms of their respective Collective Agreement or Terms and Conditions of Employment.
- 6.3 Annual Learning Plans and Annual Growth Plans should be based on current best practice in the job class, and where appropriate, reference professional documents.
- 6.4 Performance Appraisals will be completed on a cyclical basis in accordance with applicable legislation and/or terms of locally developed administrative procedures.

7. Sources

- 7.1 Catholic Leadership Framework
- 7.2 *Education Act*
- 7.3 O. Reg. 99/02: Teacher Performance Appraisal
- 7.4 O. Reg. 234/10: Principal and Vice-Principal Performance Appraisal
- 7.5 Teacher Performance Appraisal Manual, Ministry of Education, 2010
- 7.6 Principal/Vice-Principal Performance Appraisal, Ministry of Education, 2013

8. Related Policies and Administrative Procedures

- 8.1 Employee Development and Performance Appraisal Administrative Procedure (AP302-1)