



1.0 POLICY

- 1.1 The Board recognizes that excellence in education for students is determined by many factors including the quality and commitment of all staff.
- 1.2 Sturgeon School Division supports an on-going process that facilitates continuous growth, monitoring and reporting of non-teaching staff performance.

2.0 GUIDELINES

- 2.1 The purpose of the non-teaching staff performance review process is:
 - 2.2.1 To provide regular feedback to employees on their work performance in relation to the standards established by Sturgeon School Division;
 - 2.2.2 To provide the employee the opportunity for input into work expectations for his/her position.
 - 2.2.3 To share with the supervisor a common understanding of the Sturgeon School Division Standards for non-teaching staff.
 - 2.2.4 To provide Sturgeon School Division with information necessary to manage its employees.
- 2.2 The Superintendent shall ensure that an administrative practice is in place that supports the intent of this policy.
- 2.3 The Superintendent shall ensure that Sturgeon School Division standards for non-teaching staff are reviewed and updated on a regular basis in keeping with current expectations and requirements.

References: *Admin Practice(s): HRM 50 – Support Staff Performance Review*