


Windsor-Essex Catholic District School Board



Section: Human Resources

**ADMINISTRATIVE PROCEDURE:
PR H: 01D Performance
Management For Union Staff**

| | |
|--------------------------|----------------|
| NUMBER: | PR H: 01D |
| EFFECTIVE: | June 23, 2008 |
| AMENDED: | March 30, 2010 |
| RELATED POLICIES: | See References |
| REPEALS: | |
| REVIEW DATE: | 2010 - 2011 |

1.0 OBJECTIVE:

1.1 The objectives of performance management and appraisal processes for union staff are:

- to recognize the efforts of staff and celebrate their contributions
- to ensure two-way communication between the employee and the supervisor
- to assist in having the employee know what is expected of them
- to create a vehicle which lets the employee know the effectiveness of their performance
- to promote quality and excellence
- to help ensure a positive work environment to provide adequate feedback to substantiate the need and ideas for growth

2.0 DEFINITIONS:

2.1 For the purpose of this procedure “union staff” shall include all employees of the board who are members of a bargaining unit, with the exception of teachers.

3.0 PERFORMANCE APPRAISAL PROCESS:

- 3.1 Each newly employed 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, union staff shall participate in the performance management process detailed in Board document, “The Windsor-Essex Catholic District School Board Performance Appraisals for Union Staff”.
- 3.3 Each union staff member shall participate in the performance appraisal process every three years. An appraisal may be conducted in any other year at the request of the staff member or as determined by the supervisor.
- 3.4 Board administration shall continue to review and amend, as required, the performance management process for union staff detailed within “The Windsor-Essex Catholic District School Board Performance Appraisals for 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 Appraisals for Union Staff