

**CHAMPLAIN REGIONAL COLLEGE**  
**OF GENERAL AND VOCATIONAL EDUCATION**



**EVALUATION POLICY**  
**FOR SUPPORT STAFF**

This policy was adopted for the first time by the Board of Governors'  
resolution number 2055 on April 25, 2003

# EVALUATION POLICY FOR SUPPORT STAFF

## **Article 1 Designation**

- 1.1 This policy has been developed to meet the objectives of Bylaw 4 concerning Human Resources Management for support staff evaluations.

## **Article 2 Purpose**

### **2.1 Purpose of the Policy is to:**

- \* ensure that employees are evaluated on an annual basis;
- \* ensure that evaluations are conducted fairly, with respect and in a non-discriminatory manner.
- \* establish the procedure by which the performance evaluation is conducted.
- \* clarify performance standards;
- \* identify responsibilities;
- \* provide guidelines;

### **2.2 Objectives of the Performance Evaluation are to:**

- \* clarify expectations;
- \* assess performance;
- \* identify areas for improvement.

## **Article 3 Scope**

- 3.1 This policy applies to all support staff, both unionized and non-unionized at all locations of Champlain Regional College.

## **Article 4 Responsibilities**

- 4.1 The Board of Governors approves this policy and its revisions.
- 4.2 The Directors at their respective location and the Director, Financial and Material Services for College Administration, in cooperation with the Director, Human Resources/Secretary General are responsible for ensuring the application and the revision of this policy.
- 4.3 Each manager is responsible in his or her respective service for conducting performance evaluations on a timely basis according to the guidelines of this policy. In certain cases, where personnel does not report directly to a manager, the Director, Financial and Material Services for College Administration and the Directors at their respective location, will identify the individual who will perform the evaluation.

## **Article 5 Consultations**

- 5.1 Prior to the adoption of this policy or any modification, the College will consult the representatives of the employees and non-unionized employees affected by this policy.

## **Article 6 Policy Guidelines**

### **6.0 Performance Criteria**

The following performance criteria will apply at all locations when conducting an evaluation.

- \* Job Knowledge
- \* Quality of work
- \* Quantity of work
- \* Interpersonal skills
- \* Customer Service
- \* Initiative
- \* Punctuality and Attendance
- \* Fulfillment of tasks in job description.

## 6.1 **Procedure**

6.1.1 Performance evaluations will be conducted for each employee according to the following schedule:

- a) prior to the end of the employee's probation period;
- b) annually (for service performed between July 1 to June 15 of a given year) prior to June 15;
- c) prior to the acquisition of priority (630 hours worked or paid over 24 months) for occasional or replacement employees;

6.1.2 The Director, Financial and Material Services for College Administration and the Directors at their respective location shall send a reminder to all management personnel on March 1 each year concerning the annual performance evaluation.

6.1.3 The evaluator shall refer to College policies, the employee's current job description and the previous evaluation(s), and other relevant documents and data when completing the performance evaluation form.

6.1.4 The evaluator shall notify the employee at least one (1) week in advance of the date the performance evaluation interview with the employee will take place.

6.1.5 The procedure may, at the employee's discretion, include the submission of a self-evaluation.

6.1.6 At the conclusion of the performance evaluation, the employee will be offered the opportunity to add written comments in the space provided and be asked to sign certifying that he or she has read and discussed the evaluation.

## **Article 7 Evaluation Forms**

The Director, Human Resources /Secretary General and the Directors at their respective location or the Director of Financial and Material Services for College Administration will jointly approve the evaluation form for their location before it is used.

7.1 All performance evaluations shall be completed on approved performance evaluation forms.

7.2 At the conclusion of the performance evaluation process, a copy of the signed evaluation will be provided to the employee and the original will be placed in the employee's official file.

7.3 Performance evaluations are confidential.

**8. Recourse for the employee who is not satisfied**

8.1 The present section shall apply in the case where an employee is not satisfied with the performance evaluation.

The employee shall be entitled to include with the performance evaluation a letter explaining his or her position.

In all cases where there is an additional comment or letter, the Director, Financial and Material Services for College Administration and the Directors at their respective location, or the immediate superior of the latter, will review the performance evaluation of the employee concerned, decide if further action is required and inform the employee.

**9. Implementation and Revision of this Policy**

9.1 The policy is in effect upon adoption by Board of Governors and shall be reviewed and amended as needed.

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