



APPRAISAL PROCESS FOR SECRETARIAL STAFF & INFORMATION SERVICES TECHNICIANS

1.0 Rationale

A performance appraisal is an ongoing, constructive, cooperative process that helps the staff of District School Board Ontario North East foster an attitude leading to lifelong learning and professional growth, instructional excellence, and job satisfaction. This in turn enhances learning for students.

2.0 Definitions

Probationary Employees: All new Permanent employees currently serving a probationary period as per the COPE Collective Agreement.

Non-Probationary Employees: A permanent employee who has completed the probationary period and is employed by the Board on a full-time or part-time basis

3.0 Policy

District School Board Ontario North East is committed to ensuring that this policy outlines a set of procedures to provide a framework for ongoing professional growth and performance appraisal of the professional practices of secretarial staff and information services technicians.