



# Student Transportation Services

BRANT HALDIMAND NORFOLK

## Services de Transport Scolaire

<b>Title:</b> Performance Reviews	<b>Procedure #:</b> 043 <b>Page:</b> 1 of 2	<b>Section:</b> Operating Guidelines
<b>Effective:</b> Nov 5, 2010	<b>Last Reviewed:</b> Feb 2020	<b>Next Review:</b> Feb 2023

<b>Statement</b>	<p>STSBHN uses performance reviews to initiate professional dialogue between the employee and their supervisor regarding the employee's performance while taking a personal inventory, assessing strengths, and discussing areas requiring improvement.</p>
<b>Process</b>	<p>Step 1:</p> <ul style="list-style-type: none"> <li>Both the employee and the supervisor will independently complete Performance Appraisal Form (TF034).</li> </ul> <p>Step 2:</p> <ul style="list-style-type: none"> <li>the employee their supervisor will the meet and discuss their completed forms.</li> </ul> <p>Step 3:</p> <ul style="list-style-type: none"> <li>The supervisor will then prepare a final document, within one (1) weeks' time, based on their own assessments plus the discussion that occurred in Step 2. There will then be a meeting set up between the employee and the supervisor where the final document will be shared.</li> <li>The employee can add their comments to the document in the spaces provided. The employee will be given no more than two (2) days to complete the comments section and have the document returned to the supervisor.</li> <li>The document, upon review of the comments section, will then be dated and signed by both the employee and the supervisor. The signing of the document only confirms reviewing the document and not necessarily that they agree with all the comments provided.</li> </ul> <p>Step 4:</p> <ul style="list-style-type: none"> <li>a copy of the appraisal is forwarded to Human Resource Services of the employee's parent Board and a copy is provided to the employee for their records.</li> </ul> <p>The supervisor shall ensure that all probationary employees have a performance appraisal completed no more than four (4) months after their start date in preparation for the completion of the employee's six-month probationary period.</p>



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	<p>All permanent employees shall be reviewed at least once every three years or at any other time at the supervisor's discretion.</p> <p>The Manager of Transportation Services shall be reviewed, in a similar fashion and with the same form, by the members of the Operations Committee in accordance with the timelines stated above.</p>
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