student
transportation services

service de transport scolaire

Brant Haldimand Norfolk

Title: Performance Reviews	Procedure #: 043	Effective: Nov 5, 2010
Section: Operating Guidelines	Page: 1 of 2	Review: Feb 2020

Statement	STSBHN uses performance reviews to initiate professional dialogue between the employee and manager regarding the employee's performance while taking a personal inventory, assessing strengths, and discussing areas requiring improvement.
Process	Step 1: • Both the employee and the manager will independently complete Performance Appraisal Form (TF034). Step 2: • the employee and manager will the meet and discuss their completed forms. Step 3: • The manager 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 manager where the final document will be shared. • The employee can add his/her 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 manager. • The document, upon review of the comments section, will then be dated and signed by both the employee and the manager. Step 4: • 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. The managers shall ensure that all probationary employees have a performance appraisal completed four months after their start date in preparation for the completion of the employee's six-month probationary period. All permanent employees shall be reviewed at least once every three years or at any other time at the manager's discretion. 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.