



PERSONNEL: PERFORMANCE REVIEW AND RECORDS POLICY

Policy Category	Corporate Services
Policy Search Name	<i>C – Personnel: Performance Review and Records Policy</i>
*Anishinabek Standard	
<i>Place of Learning</i>	N/A
<i>Educators</i>	N/A
<i>Students</i>	N/A
<i>Curriculum</i>	N/A
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*These are organizationally adapted standards from the World Indigenous Nations Higher Education Consortium (WINHEC) and the Alaska Comprehensive Centre/Alaska Native Education approved by the Kenjgewin Teg Board of Directors, 2015.

1.0 Background and Purpose

1.1 Evaluations are used to compare an employee’s work to a performance standard set by the organization. Evaluations assist the employee in improving work performance, inform the employee of his/her progress on the job, recognize superior employee performance, determine training needs, make appraisals for promotion, probation and raises in pay (pending availability and confirmation of funds), and assist in assigning work to better use employee skills and abilities.

2.0 Definitions

“performance review”	a formal regulated assessment mechanism in which managers and other key stakeholders evaluate an employee's work performance.
“teacher”	A teacher is a person, who provides education for people; one who teaches or instructs. The role of teacher is often formal and ongoing, carried out at a school or other place of formal education. Personnel classified as Teachers are OCT certified and placed on a teacher salary grid through the Kenjgewin Teg Job Classification/Remuneration system.
“non-teaching position”	A non-teaching position is one that does not teach or instruct on a regular basis and consists mainly of administration staff – i.e. Program Coordinator, Director of Finance, Director of Human Resources
“OCT”	Ontario College of Teachers. The Ontario College of Teachers (OCT) is the regulatory college for the teaching profession in Ontario and is the largest

self-regulatory body in Canada. The college's mandate is to license, govern and regulate the practice of teaching.

3.0 Application

3.1 This policy applies to all staff and faculty members of Kenjgewin Teg.

3.2 For non-teaching positions, personnel performance reviews will be conducted every other year for employees who have worked for a period of one year or more.

3.3 Teachers registered with the Ontario College of Teachers and in a teaching position at Kenjgewin Teg will be evaluated based on the Teacher Performance Appraisal process in Ontario.

3.4 New teachers registered with the Ontario College of Teachers and in a teaching position at Kenjgewin Teg will be evaluated after their first year of teaching and/or in accordance with the New Teacher Induction Program (NTIP) and the Teacher Performance Appraisal process in Ontario.

3.5 This policy does not apply to instructors of post-secondary programs of Kenjgewin Teg and/or instructors of partnered post-secondary programs.

4.0 Policy

Policy Objective

4.1 To support Kenjgewin Teg staff enhance professional and personal learning growth and increased skill development.

4.2 To assist in evaluating and/or assigning work to better use employee skills and abilities.

4.3 To ensure Kenjgewin Teg adheres to confidentiality and the Freedom of Information and Protection of Privacy Acts for employee personnel records.

Process for Non-Teaching Employees

4.4 It is each supervisor's responsibility for the timely and accurate preparation of evaluation of immediate subordinates.

4.5 Employees shall be evaluated by their immediate supervisor when ending a probationary period, being considered for promotion, and at times specified by the President (not to exceed one year).

4.6 The evaluation will be in the form of a written report, which the Supervisor will complete and discuss with the employee. The employee will be given the opportunity to write his/her comments on the report.

4.7 At that time, a report may be made to the Kenjgewin Teg Board of Directors.

- 4.8 Personnel Evaluations shall be a permanent part of the employee's personnel record.
- 4.9 The report will be kept in the employees' file and only the Kenjgewin Teg Board of Directors will have access to files upon request.
- 4.10 All performance reviews shall be completed between April and June of each fiscal year.
- 4.11 Immediate supervisors shall prepare a written evaluation of a subordinate on form provided.
- 4.12 The supervisor will then conduct a personal interview with the employee explaining the substance of that particular evaluation.
- 4.13 The employee may have up to one week to respond to the evaluation in writing and have his/her comments attached to the form.
- 4.14 Every indication of a need for improvement will be accompanied by a recommended course of action to be undertaken within a specified period of time.
- 4.15 In the event that the recommendations are not fulfilled then the employee may be placed on probation.
- 4.16 All employees will be expected to complete a written self-evaluation every year.
- 4.17 The employee will discuss these in confidence with the immediate supervisor, and they will then be kept in the employees' personnel file.
- 4.18 Where an employee has changed positions, the employee will be subject to an evaluation after three-month probationary period, or in accordance with what is specified in the employment contract/conditions of employment.
- 4.19 Evaluation of the President will be conducted by the Board of Directors or designates (Executive Committee of the Board) on an annual basis and reviewed by the Board of Directors. Input from designated role will be included in the performance review process as well.

Process for Teachers

- 4.20 Teachers registered with the Ontario College of Teachers will be evaluated according to the Teacher Performance Appraisal process and timelines within Ontario.
- 4.21 New teachers will be evaluated in accordance with the process and timeliness outlined within the New Teacher Induction Program (NTIP) and the Teacher Performance Appraisal process within Ontario.

Personnel Records

4.22 It is the responsibility of Supervisor/President to notify the Director of Finance of changes in job duties, work schedules, or other position-related information.

4.23 Employees are responsible to notify the Director of Finance in changes of name, social insurance, number, health numbers, address, phone number and other relevant payroll reference data.

4.24 All employee records are kept in confidence and only the following data is released upon inquiry:

1. Dates of employment with Kenjgewin Teg
2. Job classification/duties (if required)

4.25 Written requests for additional information related to credit evaluation, employment references, etc., will be provided only if a release for information is signed and returned to the Director of Finance by the employee. Requests for employment information in connection with an unemployment compensation application will be provided as required by law.

4.26 Supervisors have access to employee personnel files.

4.27 Information on work record or employment history, performance reviews and other employment-related data will be placed in the employee's personnel file.

4.28 All employees must submit a written request to view their personnel file.

4.29 An employee may not request that material be moved from the personnel file unless mutually agreed to by the parties concerned.

4.30 In the instance of a labour dispute and/or an employee is in the grievance procedure, release of the personnel file will be acted upon in accordance with the Freedom of Information and Protection of Privacy Acts.

5.0 Roles and Responsibilities

5.1 The President is responsible for the overall management and operation of Kenjgewin Teg.

5.2 The Corporate Services unit is responsible for overall implementation of this policy.

5.3 If a position referred to in this policy is vacant, the policy will not be invalidated. Instead, the President shall designate the roles and responsibilities of that role to another team member(s) and will ensure that the Kenjgewin Teg staff and community is informed of the designation(s) as appropriate.

6.0 Evaluation Date – 10/31/2024

6.1 This policy will be reviewed every two years as part of the Board of Director’s policy review cycle and schedule. The evaluation date above represents the first date upon which this policy becomes eligible for review.

<p>Related Legislation, Policies, Procedures, Guidelines and Documents</p>	<p>Policy #2.1.9 Policy #2.1.11</p> <p>Ontario Teacher Performance Appraisal System</p> <p>Ontario New Teacher Induction Program (NTIP)</p>
<p>Policies Superseded by this Policy</p>	<p><i>Kenjgewin Teg Personnel Policy, P2.1 Staffing</i></p>
<p><i>The official version of this policy is housed in the Office of the President. In case of discrepancy between an online version and the official version held, the official version shall prevail.</i></p>	