

**KENORA DISTRICT SERVICES BOARD**  
**POLICY and PROCEDURE**

<b>TITLE: STAFF PERFORMANCE REVIEW</b>	<b>SECTION: HUMAN RESOURCES</b>
<b>DATE: March 10, 1999</b>	<b>POLICY NO.: KDSB-HR-IV-03</b>
<b>APPROVED BY: By-Law 1999-01</b>	<b>REVISED:</b>

**POLICY STATEMENT**

It shall be the policy of the Corporation to evaluate each employee in the performance of his/her job requirements, and to provide each employee with a summative evaluation at the end of a specified period, to ensure that each employee is aware of his/her progress.

**PROCEDURE**

1. It is the responsibility of an employee's immediate supervisor to prepare and provide the employee with a written review of his/her job performance.
2. Probationary employees will receive two written evaluations prior to the end of their probationary period as follows:
  - (i the first evaluation will take place at the mid-point of the probationary period; and
  - (ii the second evaluation will take place before the end of the probationary period.
3. Regular full-time and part-time employees will receive written evaluation on their anniversary date each year.
4. Temporary and Casual employees will receive written evaluation as deemed necessary by their immediate supervisor.
5. The Corporation's Staff Performance Review Manual will be utilized to evaluate each employee.