

**CHAMPLAIN REGIONAL COLLEGE**  
**OF GENERAL AND VOCATIONAL EDUCATION**



**EVALUATION POLICY**  
**FOR PROFESSIONAL PERSONNEL**

This policy was adopted for the first time by the Board of Governors'  
resolution number 2054 on April 25, 2003

# EVALUATION POLICY FOR PROFESSIONAL PERSONNEL

## **Article 1 Designation**

- 1.1 This policy has been developed to meet the objectives of Bylaw 4 concerning Human Resources Management for professional personnel evaluations.

## **Article 2 Purpose**

### **2.1 Purpose of the Policy is to:**

- \* ensure that employees are evaluated on an annual basis;
- \* ensure that evaluations are conducted fairly, with respect and in a non-discriminatory manner;
- \* establish the procedure by which the performance evaluation is conducted.
- \* clarify performance standards;
- \* identify responsibilities;
- \* provide guidelines.

### **2.2 Objectives of the Performance Evaluation are to:**

- \* clarify expectations;
- \* assess performance;
- \* identify areas for improvement.

### **Article 3 Scope**

- 3.1 This policy applies to all professional personnel, both unionized and non-unionized at all locations of Champlain Regional College.

### **Article 4 Responsibilities**

- 4.1 The Board of Governors approves this policy and its revisions.
- 4.2 The Directors at their respective location and the Director, Financial and Material Services for College Administration, in cooperation with the Director, Human Resources/Secretary General are responsible for ensuring the application and the revision of this policy.
- 4.3 Each manager is responsible in his or her respective service for conducting performance evaluations on a timely basis according to the guidelines of this policy.

### **Article 5 Consultations**

- 5.1 Prior to the adoption of this policy or any modification, the College will consult representatives of the employees affected by this policy. In the case of unionized employees, this will be the Union Representatives; in the case of non-unionized employees, it will be the employees themselves.

### **Article 6 Policy Guidelines**

#### **6.0 Evaluation Criteria**

The following evaluation criteria will apply at all locations:

- \* Employee performance in attaining the Service objectives;
- \* Fulfillment of tasks in job description.

## 6.1 **Procedure**

- 6.1.1 Performance evaluations will be conducted for each employee according to the following schedule:
- a) prior to the end of the employee's probation period;
  - b) annually (for service performed between July 1 to June 15 of a given year) prior to June 15;
  - c) as per the collective agreement in effect.
- 6.1.2 The Director, Financial and Material Services for College Administration and the Directors at their respective location shall send a reminder to all management personnel on March 1 each year concerning the annual performance evaluation.
- 6.1.3 The evaluator shall refer to College policies, Service objectives and guidelines, the employee's current job description, the previous evaluation(s), and other relevant documents and data when completing the performance evaluation form.
- 6.1.4 The evaluator shall notify the employee at least one (1) week in advance of the date the performance evaluation interview with the employee will take place.
- 6.1.5 The procedure may, at the employee's discretion, include the submission of a self-evaluation.
- 6.1.6 At the conclusion of the performance evaluation, the employee will be offered the opportunity to add written comments in the space provided and be asked to sign certifying that he or she has read and discussed the evaluation.

## **Article 7 Evaluation Forms**

The Directors at their respective location or the Director of Financial and Material Services for College Administration and the Director, Human Resources/Secretary General will jointly approve the evaluation form for their location before it is used.

- 7.1 All performance evaluations shall be completed on approved performance evaluation forms.
- 7.2 At the conclusion of the performance evaluation process, a copy of the signed evaluation will be provided to the employee and the original will be placed in the employee's official file.
- 7.3 Performance evaluations are confidential.

**8. Recourse for the employee who is not satisfied**

- 8.1 In the case where an employee is not satisfied with the performance evaluation, he or she shall have recourse as specified in the collective agreement in effect and/or the Working Conditions for Non-Unionized Professional Personnel, if applicable.

**9. Implementation and Revision of this Policy**

- 9.1 The policy is in effect upon adoption by Board of Governors and shall be reviewed and amended as needed.

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