



4.6 Performance Evaluation Policy

PURPOSE(S):

The purpose of this policy is to establish clearly-defined requirements for the evaluation of performance of Little Haven Nursery employees as mandated through ADEK regulations..

SCOPE(S):

This policy and the procedures outlined herein apply to all positions at the Little Haven Nursery. Whenever a position falls within a bargaining unit, the appropriate collective agreement shall govern.

RESPONSIBILITY(S):

Nursery Director acts instead of HR Director due to size of LHN. The Director of Nursery is responsible for the communication, administration, and interpretation of this policy and provides support to the process of conducting performance evaluations. This support includes providing, and being available on request to provide guidance for conducting performance evaluations of other Nursery employees.

POLICY(S):

The Little Haven Nursery strives to ensure that each employee performs the duties of her position in the Nursery. This ensures that the level of performance is documented and that feedback is provided to each employee. LHN employees shall have their performance evaluated on an annual basis as follows:

- ❖ Informal pop-ins, walk-through and an annual formal evaluation.
- ❖ New staff will be formally evaluated the 2nd month of Nursery.
- ❖ Pop-ins and walk-through will be throughout year.
- ❖ All formal observations/evaluations will be followed by written evaluation that will be reviewed by staff and then discussed with Director/Principal. PD will be determined by needs of Nursery, Teacher to build and capacity as needed.

