



Performance Development Reviews for Non-Instructional Employees

Background

These guidelines confirm KTCEA’s commitment to assessing employee performance in the interests of employee growth and detail some of the key activities that are part of the Performance Development Review (PDR) process.

Guidelines

The intent of the Performance Development Review process is to support performance improvement and employee development. Employees are investing their careers with KTCEA and it is important they be provided with honest performance feedback.

The PDR process applies to employees of KTCEA not engaged in teaching roles.

PDRs are to be completed on an annual basis in accordance with the established schedule, generally prior to June 30 for school based non-instructional positions and prior to August 31 for other non-instructional positions.

The PDR process encourages a two-way dialogue between an employee and their supervisor, with the opportunity for both parties to provide input related to employee performance.

PDRs are reviewed up to and including the Superintendent level. It is important that employees understand that salary adjustments are not part of the PDR process.

These guidelines apply to all employees with the exception of Teachers, Education Assistants, Vice Principals and Principals, Associate Superintendents, Deputy Superintendent and Superintendent who are covered under Alberta Education’s LQS and SLQS guidelines as applicable. If clarification is required, employees are requested to speak to their supervisor.

#	Procedure	Roles & Responsibilities
1.	<p>Using the Performance Development Review (PDR) Form, assess employees relative to the key competencies of Job-Knowledge; Stakeholder Service and Support; Communication; Teamwork; Accountability, and Leadership (for supervisory roles) for the just completed appraisal period.</p> <p>Rating employees on their overall performance during the just completed appraisal period, including attainment of performance goals/objectives and learning and development goals.</p> <p>Holding Performance Development Review (PDR) meetings in accordance with the Supervisor’s Guide to the PDR Process.</p>	Supervisors

2.	<p>Establishing performance goals/objectives for the upcoming rating period.</p> <p>Establishing learning and development goals for the upcoming rating period. These goals should align with KTCEA’s strategic plan and will be incorporated into KTCEA’s annual training plan.</p>	Supervisors/ Employees
3.	Reviewing completed PDRs.	Branch Directors/ Superintendent/ Deputy Superintendent
4.	Providing support to KTCEA supervisors as it relates to the PDR process including the establishment of goals and objectives.	Human Resources

References:

- KTCEA Policy 12 Human Resources
- Performance Development Review (PDR) Form

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Corporate Services. The next scheduled update of this Administrative Procedure is April annually.