

PROCEDURAL GUIDELINES

EVALUATION FORM

1. An evaluation is to be completed every three years for all permanent educational assistants. The evaluation information will cover three years.
2. All term educational assistants will be evaluated every year.
3. All new employees shall be evaluated within the 6 month period from the date of hiring (Article 11 – Seniority, 1102).
4. A list will be issued by the Assistant Superintendent of Student Services for those educational assistants to be evaluated.
5. Upon completion and following signatures of school administration and educational assistant, the original is to be sent to the Assistant Superintendent of Student Services to be placed in the employee’s personnel file. A copy is to be given to the instructional assistant.

PART-TIME SHEET

1. The part-time sheet is to be completed for extra hours worked by regular educational assistants.
2. The sheet must include the hours, the reason hired, and the name of the educational assistant.
3. The completed sheet is to be returned to the student services teacher who will initial it and then give it to the school administrator for a signature before being sent to the Division office according to payroll deadlines.
4. All additional hours are to be approved by the Assistant Superintendent of Student Services.

NON-TEACHING EMPLOYEE ABSENCE/OVERTIME RECORD

1. All leaves are to be recorded on Employee Connect.

REQUEST FOR LEAVE

1. Educational Assistants will complete a Request for Leave on Employee Connect if away from their regular duties (i.e.) Professional Development, Illness, etc.
2. Educational Assistants are entitled to use up to 5 days of accumulated sick leave per year to attend to the illness and injury or medical appointment of that employee’s spouse, parents, children, or dependants.

The request should indicate the appropriate leave type.