

Staff Appraisals

Purpose:

The personnel record of an employee shall not be used against them after eighteen (18) months have passed since a suspension, or since the issuance of a letter of reprimand, provided there has been no recurrence of a similar and/or other infraction. In order to ensure fairness, the ASA shall conduct staff appraisals.

Policy:

- All Students' Association employees shall be given regular performance appraisals as outlined below,
- The process used, and the level of detail of the appraisal shall depend on the level of responsibility of the position.

The appraisal process for each position shall be developed by the supervisor of the position and the Executive Director.

- All employees holding similar positions shall be appraised according to the same procedure.
- Performance appraisals shall be kept on file permanently for full-time employees, and for a period of two years for hourly positions.
- Hourly and Term employees shall be appraised at least every four (4) months.
- Managerial positions will be appraised:
 - o mid-probation,
 - o at the end of probation, and
 - o annually thereafter.