

ADMINISTRATIVE PROCEDURE

Personnel and Employee Relations

Support Staff Orientation, Growth,
Supervision, and Evaluation

PER #26

Revised: **October 2024**

Background

The Board's Policy for [Compensation and Benefits for Non-teaching Staff](#) directs the Superintendent to ensure staff finds Christ The Redeemer (CTR) Catholic School Division a supportive and caring place to work, while Section 225 of the Alberta Education Act outlines legislated guidelines regarding the hiring of non-teaching employees.

Procedures

1. All new CTR Catholic support staff shall be provided with a supervisor-directed orientation including a detailed explanation of this administrative procedure.
2. All new CTR Catholic support staff shall be provided with a formal written review, within their three-month probationary period, to assess their suitability for employment.
3. Every four years, employees shall undergo a formal review process using the Employee Growth, Supervision and Evaluation form and supporting documentation.
4. Completed reviews shall be scanned and e-mailed to the Superintendent responsible for Human Resources.
5. Appeals of employee reviews shall be governed by Superintendent or designate.