



## ATTACHMENT A – SAMPLE NOTICE OF EVALUATION LETTER

### Support Staff Evaluation

Name of Support Staff: \_\_\_\_\_

School: \_\_\_\_\_

Date: \_\_\_\_\_

According to Policy GDN - *Evaluation of School Support Staff*, an evaluation must be done on probationary employees prior to their completion of the probationary period (CUPE collective agreement states the following regarding the probationary period).

**Ten-Month Employees:** The probationary period for newly hired Employees is the first one hundred and twenty (120) days worked or June 30th following the commencement date of employment, whichever comes first, to allow the Employer to determine an Employee's suitability and compatibility for continued employment.

**Twelve-Month Employees:** The probationary period for newly hired Employees is the first one hundred and twenty (120) days worked to allow the Employer to determine an Employee's suitability and compatibility for continued employment.

This written notification indicates that the evaluation process has been initiated. A conference will be held with you on \_\_\_\_\_ to review the evaluation policy and procedures, performance criteria, reporting procedures, reporting format, post-conferences and appeal procedures. A copy of the policy and criteria has been attached.

The observations and evaluations will include input from the teachers whom you assist, the Classroom Support Teacher, and the principal.

\_\_\_\_\_  
Principal/Site Manager

\_\_\_\_\_  
Designate (if applicable)