

Series 3000 Personnel

Section 3300 Service Personnel

Policy 3301 Service Personnel Evaluation

3301.1 Every employee is entitled to know how well he or she is performing their job and should be offered the opportunity of an open and honest evaluation of their performances on a regular basis. Employees are entitled to the opportunity of improving their job performances prior to terminating their employment for unsatisfactory performance. It is recognized that every employee is entitled to due process in matters affecting his/her employment, transfer, demotion or promotion.

3301.2 **POLICY PURPOSES**

3301.2.1 to improve the quality of education,

3301.2.2 to provide information for employees to improve their performance.

3301.2.3 to provide information, which is, used as the basis for sound personnel decisions.

3301.3 **DEFINITIONS**

3301.3.1 Performance Standard - defines a state or outcome.

3301.3.2 Indicator - a measure or evidence that supports or denies achievement of the standard.

3301.3.3 Job Responsibility - a duty listed on a job description.

3301.3.4 Observation - a formal or informal sampling of the employee's performance based on established performance standards.

3301.3.5 Conference - a formal meeting between parties to discuss an observation.

- 3301.3.6 Summary Conference - a formal meeting between the evaluator and the employee that is held after each evaluation and/or improvement plan.
- 3301.3.7 Receiver of Service - the person(s) most immediately served by the employee.
- 3301.3.8 Satisfactory - substantial compliance with the standard.
- 3301.3.9 Unsatisfactory - inadequate compliance with the standard.
- 3301.3.10 Non-applicable - a standard that does not relate to the employee's assignment.

3301.4 **PRINCIPLES OF OPERATION**

- 3301.4.1 Every employee shall be evaluated by an administrator or his/her designee approved by the administrative assistant of support services. Coordinators may observe and provide observation information to the administrator.
- 3301.4.2 Employees with five (5) or more years of experience and have not received an unsatisfactory evaluation will be evaluated at least once every three (3) years by June 1 of the evaluation year. Administrators may evaluate employees with five (5) years of experience more often if deficiencies have been identified. An employee may request in writing an evaluation more frequently than once every three (3) years.
- 3301.4.3 Employees with 0-4 years of experience will be evaluated at least twice (2) annually by June 1.
- 3301.4.4 Substitute employees, tenured and probationary, shall be evaluated annually.
- 3301.4.5 An employee who has an extra-curricular assignment will be evaluated at least once annually.
- 3301.4.6 An employee who has served in a temporary reassignment in the summer will be evaluated at least once in the summer.
- 3301.4.7 Evaluations shall reflect information contained in the documented observations.

- 3301.4.8 Items not recorded in an observation may be included in the observation report if such items have previously been called to the employee's attention and continue to occur.
- 3301.4.9 As part of the evaluation process, information on the established performance standards may be obtained from outside sources.
- 3301.4.10 Written instruments adopted by the Board, shall be utilized in the evaluation process.

3301.5 **OBSERVATIONS**

- 3301.5.1 All observations of an employee shall be conducted openly with knowledge of said employee and may occur at anytime.
- 3301.5.2 Employees with five (5) years of experience or more will have a minimum of one observation per evaluation.
- 3301.5.3 Employees with 0-4 years of experience will have a minimum of two (2) observations for each evaluation.
- 3301.5.4 The employee will receive a written observation report within five (5) working days on the prescribed form each time he/she is formally observed.
- 3301.5.5 The evaluator or the employee may request a conference prior to and/or following an observation.
- 3301.5.6 An employee may request an observation at any time.

3301.6 **EMPLOYEE RIGHTS**

- 3301.6.1 The employee has a right to:
 - 3301.6.1.1 Include a written statement as an addendum to the evaluation.
 - 3301.6.1.2 Receive an improvement plan when his/her evaluation does not meet performance standards.

3301.6.1.3 Use current grievance procedures when the evaluation policy and related administrative procedures are in question.

3301.7 **ADMINISTRATOR'S RESPONSIBILITIES**

3301.7.1 The administrator shall retain the decision-making authority with respect to the final disposition of the evaluation. He/she shall be responsible for:

3301.7.1.1 Orienting each employee about the evaluation process and instruments.

3301.7.1.2 Designating who will conduct the employees' evaluations.

3301.7.1.3 Conducting an improvement plan when the employee does not meet standards unless, in the alternative, the employee elects an improvement team.

3301.7.1.4 A written improvement plan shall consist of the following:

- a. Statement of the deficiency;
- b. Plan of assistance that includes specific action to be taken by the employee, sources of assistance, personnel to be involved, and timelines to be observed;
- c. Monitoring system;
- d. Statement of recommendations to be made if standards are not met.

3301.7.1.5 Reviewing the results of any improvement plan.

3301.7.1.6 Recommending to his/her administrator all personnel decisions.

3301.7.1.7 Scheduling a summary conference between the evaluator and the employee to be held after each evaluation and/or improvement plan.

3301.7.1.8 Informing each employee of his/her rights in the evaluation process, and how to raise objections to the evaluation.

3301.8 **REMEDIATION**

3301.8.1 Remediation is the process of assisting an employee in improving his/her performance when the performance has been defined as not meeting standards.

3301.8.2 Remediation shall be conducted by formal written improvement plans.

3301.8.3 Following a summary evaluation that does not meet standards an employee may request:

3301.8.3.1 Remediation by the administrator, or request remediation by an improvement team.

3301.9 **IMPROVEMENT TEAM**

3301.9.1 The improvement team shall be composed of an administrator and may include a coordinator of services and an employee in the same classification who shall be selected by the administrator.

3301.9.1.1 The administrator will be spokesperson for the team.

3301.9.1.2 The team may conduct joint interviews. The team members may conduct observations and submit appropriate written documentation.

3301.9.1.3 The team shall prepare and distribute a written improvement plan to the employee prior to implementation.

- 3301.9.1.4 A written improvement plan shall consist of the following:
- a. statement of the deficiency;
 - b. plan of assistance that includes specific action to be taken by the employee, sources of assistance, and/or personnel to be involved, and timelines to be observed;
 - c. monitoring system;
 - d. statement of recommendations to be made if standards are not met.
- 3301.9.5 The improvement team shall report the results of the plan in writing to the employee.
- 3301.9.6 The administrator shall retain the decision-making authority with respect to the final disposition of the evaluation.
- 3301.9.7 A plan that results in an employee meeting all standards will be retained for three (3) successive school years, then will be withdrawn at the employees' written request. A plan that reports a failure to meet standards will be retained permanently.

Approved by Harrison County Board of Education

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