



## ARTICLE X

### EMPLOYEE PERFORMANCE EVALUATION

#### X.1 PERFORMANCE EVALUATION RESPONSIBILITY

**A.** Performance evaluation is the responsibility of the appropriate supervisory/administration personnel. Supervisory personnel, including but not limited to curriculum coordinators, educational resource teachers, teachers in charge and non-site based administrators, may conduct performance evaluations. **Exception: Front office staff that reports directly to administration shall be evaluated by the school's Principal or Assistant Principal.** However, if at the midyear review, it is determined that an employee's evaluation may lead to an unsatisfactory result, the appropriate supervisor/administrator shall assume the responsibility of ~~observing~~ **to begin** and finalizing ~~a new~~ the evaluation **cycle**.

**B.** Prior to participating in an Employee Performance Evaluation, all personnel shall be trained in the process. Performance evaluation shall be conducted fairly and objectively to accurately reflect the job performance of employees and to provide appropriate assistance where needed.

#### X.2 PERFORMANCE EVALUATION – GUIDING PRINCIPLES

- A.** Performance Evaluation shall be based on job performance and expectations which are known to the employee in advance, in writing through the electronic system.
- B.** Evaluation shall be based on observation and employee performance for evaluation purposes. No clandestine or electronic devices may be used in observation for evaluation purposes. It shall be conducted openly and with full prior knowledge of the employee. All observation for evaluation shall be conducted at the employee's normal work location.
- C.** Performance evaluation for members of this bargaining unit shall be conducted throughout the work year and finalized annually consistent with the provisions of this article and using the form which appears as Appendix E.
- D.** A copy of any completed final observation document and/or evaluation instrument shall be provided to the employee upon request.
- E.** Each employee shall be given his/her assessment final results and shall have an opportunity to discuss such results with his/her principal/supervisor prior to June 1 of each school year for ten (10) month employees and June 30 for twelve (12) month employees, providing the employee was employed prior to January 1 of the year in question. Both parties agree that a yearly timeline will be published and adhered to each year. An employee with an Unsatisfactory evaluation rating will receive one or two **strategies** for improvement within ten (10) working days of the Unsatisfactory rating being logged into the electronic system to guide the improvement process with the employee. The employee ~~should be provided~~ **may request** a written/printed copy of the strategies given. **If applicable,** the employee should have ~~a month~~ **thirty (30) calendar days** to complete the strategies for improvement. When the completed



strategies lead to performance improvement, the rating may be moved to a higher rating. After the final review, the employee and the principal/supervisor may both electronically sign the assessment and the electronic copy will be archived in the electronic system. The employee's signature indicates that he/she understands the assessment criteria and has had an opportunity to review his/her completed assessment with the principal/supervisor; it does not signify agreement. Employees have the right to attach comments in writing to the assessment instrument. These comments will be a part of the assessment report in the electronic system.

- F. No employee shall receive adverse comments from the manager/administrator and/or principal/supervisor in the presence of students, parents, or staff members regarding performance evaluation. All comments regarding an employee's professional performance shall be communicated directly to the employee.
- G. An employee with an overall final Unsatisfactory rating, shall be placed on a ninety (90) day improvement plan after the plans are finalized, and, in the case of a ten (10) month employee, once an employee returns to work the following year. The employee has the right to request a different evaluator to conduct the ninety (90) day process. The evaluator, the District and the employee will meet three (3) times during the ninety (90) day process to discuss progress. The employee has the right to union representation at the meetings. At each meeting, additional strategies will be provided if improvement has not occurred. Documentation of the ninety (90) day process is required during each meeting. At the completion of the ninety (90) day process, or at any time during the process, the evaluator may request with documentation that the employee be released from the process for successful completion.
- H. If strategies implemented did not demonstrate improvement and the overall Unsatisfactory rating remains after the ninety (90) day evaluation process, the employee could be involuntarily demoted or recommended to the Board by the Superintendent for termination. Employees who are terminated will maintain their rights to grieve in accordance with Master Contract or appeal to DOAH.
- I. The District will ~~begin~~ **conduct annual** training **of** educational support employees and supervisors during the summer and/or fall. **Training shall consist of reviewing school year on the** timelines, the electronic system, evidence, and improvement strategies. ~~The formal evaluation with the ninety (90) day improvement plan and policy will begin for the evaluations beginning July 1, 2019, giving the administrators and employees one (1) year to train and learn the new process.~~

### **X.3 PROBATIONARY EVALUATION AND ASSISTANCE**

Upon request by the employee, the principal/supervisor shall discuss with the employee, the progress of the probationary period and/or any serious deficiencies which could result in non-satisfactory completion of the probationary period. The absence of serious deficiencies in the progressive report does not guarantee employment past the probationary period.

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**PERFORMANCE EVALUATION COMMITTEE**

The Committee will be comprised of three (3) representatives of the District, appointed by the Superintendent, and three (3) representatives of the Union, appointed by the Union. In addition, each party may also have a facilitator as a member of the committee.

The District shall train the evaluators on the process and how to collect evidence each summer/fall of each new evaluation cycle.