

Series 4000: District Employment

4300 Non-Exempt Staff

4307-AG *Performance Evaluation*

Policy 4307 provides that the Superintendent or designee will: (1) select the evaluation tool to be used for non-exempt (hourly) staff; (2) determine the frequency of the evaluation for the employee; and (3) identify the evaluator. The employee will be informed of the evaluator and provided a copy of the evaluation tool. The evaluator will be familiar with the employee's work and job responsibilities.

A. Evaluation Factors

The evaluation tool may include performance and proficiency standards, an employee's attendance, punctuality, knowledge of job duties, quality and effectiveness of work, productivity and initiative, ability to work with others, attitude, reliability, and other factors relevant to the employee's job duties that allow a full and complete assessment of an employee's job performance.

B. Evaluation Frequency

Generally, the evaluation frequency should be consistent for both union and non-union employees. Annual evaluations are encouraged. Probationary employees should be evaluated at least once during the probationary period, unless otherwise provided by the collective bargaining agreement.

C. Evaluation Rating

At a minimum, evaluation scores will include designations such as ineffective, minimally effective, effective, or highly effective. An evaluator may place an employee on an improvement plan, as determined by the evaluator and consistent with the applicable collective bargaining agreement.

D. Signatures of Evaluator and Employee

The evaluator and the employee must sign and date the evaluation. The evaluation tool may include a statement that by signing the evaluation, the employee acknowledges receipt of, rather than agreement with, the evaluation. The employee may provide a written rebuttal, not to exceed 5 pages, within 14 calendar days, which will be attached to the evaluation.

E. Optional Evaluation Conference

At the employee's or employer's request, the evaluator may conduct an evaluation conference to review the evaluation and any improvement plan.

F. Inclusion in Personnel File

The evaluation will be retained in the personnel file and may be stored electronically.

Adoption date: September 13, 2021

Revised date: