

Classified Employee Evaluation Handbook



August 2016

The Fairbanks North Star Borough School District recognizes that a professional, competent staff dedicated to education is the cornerstone of an excellent school system. The district will seek to employ and develop the best qualified personnel to staff the schools.



Administrative Procedures for Classified Employee Evaluation

Procedures are derived from School Board Policy and the Negotiated Agreement with the Education Support Staff Association.

School Board Policy 546 Supervision

Supervision at the school level is the responsibility of the principal. At the department level supervision occurs as determined by the superintendent.

Policy Adopted: August 15, 2006

Negotiated Agreement Article 6.1 Evaluation Purpose

The purpose of the employee evaluation procedure shall be to determine the success of an employee's job performance, to identify goals for improvement, and to establish a record of the employee's work performance.

GUIDELINES AND PROCEDURES:

Performance evaluation is an important aspect of personnel management because it facilitates professional growth and institutional improvement. The primary objective of the district's performance evaluation process is employee development through methods which identify actions required to promote more effective job performance and maximize employee potential.

The performance evaluation process incorporates not only a review of past performance, but also provides an opportunity to identify performance goals for the future. Evaluation is an ongoing process, and comments about individual performance are best communicated at the time of specific observations.

A formal performance evaluation, however, is required for probationary employees and on an annual basis. The evaluation provides a documented record of the employee's job performance, a means of defining strengths and weaknesses in job performance, and an opportunity for communication between supervisor and employee on the subjects of job requirements, work expectation, and potential for personal development.

The evaluation must include a face-to-face meeting between the employee and the employee's immediate supervisor to discuss position responsibilities, performance expectations for the future, and the performance ratings. The evaluation with original signatures should be returned to the Human Resources Department within five (5) work days of completion.

PERFORMANCE EVALUATION CYCLE

The performance evaluation process begins at the time of hire. The supervisor should meet with the employee to discuss job responsibilities, performance goals/objectives, and work standards. The supervisor should seek employee input and encourage active participation.

Employees will be notified within thirty days of hire or the beginning of the school year of who will conduct their evaluation for the school year. Supervisors should review the standard evaluation instrument provided by the District with the employee and discuss performance expectations at that time.

All observations of the employee's activities for the purposes of evaluation shall be conducted openly and with the employee's full knowledge and awareness.

SUPERVISOR INSTRUCTIONS FOR EVALUATING PERFORMANCE

The District will provide an annual evaluation of each ESSA employee by an evaluator not in the ESSA bargaining unit. The evaluator may solicit and/or receive information relative to an employee's evaluation from members of the ESSA bargaining unit (e.g. leads or library assistants), members of the FEA bargaining unit (e.g. teachers or librarians), and from exempt employees (e.g. program coordinators).

The supervisor will evaluate the employee's performance for the entire rating period based on review of the job description, performance expectations described to the employee and personal observation of an employee's performance. Supervisors are to consider the total performance for the entire evaluation period; considering specific incidents but not allowing one or two such incidents to outweigh the overall work performance. Evaluate the work performance of each employee on individual factors. Every effort should be made to be objective, fair, thorough, accurate, and directed toward employee development.

The evaluator will inform the employee of any deficiency when it is observed or reported. If a deficiency is not corrected, it may result in a NI or U rating on the annual evaluation. The evaluator shall consider and note in writing any circumstances which may adversely affect an employee's performance such as workload or physical facilities. Data used to support the evaluator's assessment for items marked with a rating of NI or U on the annual evaluation will be shared with the employee.

UNDERSTANDING THE EVALUATION INSTRUMENT

The FNSBSD Classified Employee Evaluation Instrument measures seven (7) performance standards. Employees are rated Exceeds Standard (ES), Meets Standards (MS), Needs Improvement (NI), or Unacceptable (U) based on their job description/classification. A rating of "U" may only be given if previous written communication and/or discipline between the employee and supervisor has taken place to address the concerns. A copy of this documentation must be attached to the evaluation.

The first six (6) standards apply to all employees. Standards 7.1-7.4: Job Knowledge are job specific. These include Instructional, Non-Instructional Administrative, Technical and Lead positions. When these standards do not apply to the employee, check the box marked N/A.

The Performance Highlights Since Last Evaluation Cycle section is designed to allow the employee and the evaluator to record specific accomplishments during the evaluation period.

The General Comments & Training and Development Recommendations section is designed for the evaluator to record general comments as well as to outline training and development opportunities.

PERFORMANCE EVALUATION CONFERENCE

The performance evaluation conference is a face-to-face meeting to review the evaluation form and to discuss performance expectations for the future. The formal evaluation conference should be held in a quiet location where the supervisor and the employee may review the document and talk candidly without interruption. Supervisor comments should address objective responsibilities of work performance, be constructive in tone, and stress employee development and growth. However, the supervisor should also honestly discuss areas for performance improvement and be open to suggestions and comments by the employee regarding this evaluation and future expectations. This is also an opportunity to further address performance highlights.

TIMELINES

1. An evaluation prepared by the evaluator will be given to each employee. An evaluation will be given on or before the following due dates:
 - o School term employees shall receive annual evaluations on or before May 1 of each year.
 - o A school term employee who has received an overall rating of Meets Standards (MS) on a probationary evaluation earlier in the year will not need an additional evaluation on or before May 1.
 - o Twelve month employees shall receive annual evaluations on or before their anniversary dates.
 - o An employee, whose annual evaluation is due ninety days or fewer from the date on which the immediate evaluator gives notice of his/her intended transfer or resignation, may request the evaluator complete an evaluation before the evaluator's departure. Such evaluation may be considered in lieu of the annual evaluation by the District. The evaluator, in his/her discretion, may elect whether to grant such a request.
 - o An evaluator may prepare additional evaluations whenever he/she deems an evaluation is necessary.
 - o A mutually established evaluation conference date shall be established within five (5) work days from the date the evaluation is received by the employee. The purpose of the evaluation conference is for the employee to discuss questions arising from the evaluation.
 - o A performance criterion rated NI or U will be addressed during the Evaluation Conference so the employee shall have an understanding of how the improvement(s) can be achieved. A Plan of Improvement may be required.
 - o If all items are rated as MS or the overall rating is MS, no Plan of Improvement is warranted.
2. Employees will sign and date the evaluation to acknowledge the employee received the evaluation on the date indicated.

3. Within five (5) work days of the receipt of the written evaluation, the employee may respond in writing to the evaluation. The written response is optional. It will be attached to the evaluation document.

PLAN OF IMPROVEMENT

A Plan of Improvement is required when there is an Overall Performance Rating of NI or U. Such rating occurs when:

- o An item or items are rated NI and the evaluator decides an Overall Performance Rating is NI.
 - o Two or more NI in one category.
 - o Any item is rated U.
 - o Should the overall performance rating be NI or U, the evaluator will provide the employee with a Plan of Improvement including specific, reasonable, measurable, written recommendations for improvement.
 - o The period of time for the Plan of Improvement is no fewer than **forty-five (45)** work days and no more than **ninety (90)** work days.
 - o There shall be at least one follow-up communication regarding the employee's performance during the Plan of Improvement.
- A written summary of each communication regarding the Plan of Improvement with the employee during the Plan of Improvement will be given to the employee within five (5) work days of the communication.

PLAN OF IMPROVEMENT EVALUATION CONFERENCE

All evaluations resulting in a Plan of Improvement shall be followed by a conference between the evaluator and the employee in order to address questions arising from the evaluation. A mutually established conference date shall be established within five (5) work days from the date of the evaluation. At such conference the employee shall be provided a copy of any evaluation report prepared by the evaluator. Following receipt of the written evaluation, a period of five (5) work days shall be allowed for the employee being evaluated to respond, in writing, to the evaluation. The written response is optional. The employee's written response will be attached to the evaluation document.

FINAL EVALUATION

- o A final evaluation will occur at the end of the Plan of Improvement period.
- o If the overall rating of the final evaluation is NI or U, the employee's employment with the District may be terminated.

Probationary Employees' Evaluation

- o A "probationary employee" is a regular employee who has been under contract for six (6) months or less.

- The probationary period may be extended by the District in the event of absence of the employee for more than twenty (20) work days. The extension of probation will be equal to the number of work days that the employee was absent.

- Probationary employees shall be given at least one (1) evaluation during their probationary period. Employees, whose overall performance rating is NI or whose overall performance rating is U during the probationary period, will be given one (1) evaluation citing the deficiencies and one (1) follow-up evaluation. An overall rating of NI or U on the follow-up evaluation shall lead to termination.

Note One: Per Article 7.8 of the Negotiated Agreement, a probationary employee is subject to termination at any time and for any reason the District deems adequate as long as the reason is not arbitrary or capricious. Any other disciplinary action will be subject to the standard of just cause.

Note Two: Per Article 8.1.f.1. of the Negotiated Agreement, a six (6) month probationary period shall apply to in-district transfers to different job classifications for evaluation purposes only with an overall U rating on the evaluation resulting in returning the employee to his/her former job classification. Subsequent to the employee's evaluation during this period, the District will determine if or when the employee will return to his/her former job classification.