

## Personnel

### Employee Evaluation and Improvement

#### I. Purpose

This policy provides guidelines regarding evaluation and improvement of school district employees' performance.

#### II. General Statement of Policy

The school district's primary function is to achieve its mission. Qualified, professional employees who are constantly learning are needed to achieve the district's mission. Effective ongoing evaluation programs and goal setting programs are intended to maximize employees' ability to assist in the achievement of the district's mission.

#### III. Definitions

- A. "Evaluation" is an appraisal of an employee's performance completed by the employee's supervisor(s). An evaluation includes but is not limited to observations, information, and data collected both formally and informally.
- B. "Goal setting" is a collaborative discussion between the supervisor(s) and employee to identify opportunities for the employee's continued performance growth.
- C. "Employee growth plan" is a document containing goals and activities meant to improve an employee's performance.

#### IV. Evaluation and Growth of Employees

An employee's supervisor is responsible for ensuring that employees receive evaluations and goal setting opportunities. The district may use an employee growth plan to improve employee performance.

#### V. Related Programs

Employee evaluation and improvement with specified durations that relate directly to the supervision, evaluation and performance of the improvement process will be approved by the superintendent or district administration. The school board must approve any performance pay programs prior to the program's inception.

Legal References:

Minn. Stat. § 122A.40 (Employment; Contracts; Termination)

Minn. Stat. § 123A.19 (Teaching Positions)

Policy

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INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota