

Lower Merion School District

Policy No.:	341
Section:	EMPLOYEES
Title:	EVALUATION OF SUPPORT EMPLOYEES
Date Adopted:	2/11/74
Date Last Revised:	2/3/22

R341 EVALUATION OF SUPPORT EMPLOYEES

A rating of Unsatisfactory in three or more categories shall result in an overall rating of unsatisfactory. A rating of unsatisfactory in two categories may result in an overall rating of unsatisfactory. An employee receiving an overall rating of unsatisfactory shall be placed on a three-month probationary period during which time they must show reasonable improvement.

In any instance where a grade of Unsatisfactory is to be given, a conference with the employee's immediate supervisor shall be held. At the request of the employee a member of the Central Office staff shall be present.

In any instance where an employee is placed on probation, a member of the Central Office staff shall conduct an independent evaluation in addition to the principal's evaluation.

Evaluations shall be completed not later than March 1st of each year. In the event that the employee has been placed on probation for a three-month period, both evaluations shall be made 30 days before the expiration of that 90 day period and if the subsequent evaluation is not satisfactory their employment may be terminated.

Any supportive staff member who is dissatisfied with the results of evaluation may request a review by the Superintendent. The Superintendent shall review all materials submitted by the evaluator, confer with the evaluators, and collect such additional information as may be indicated. The Superintendent shall then conduct an evaluation review conference with the supportive staff member. If the evaluation review conference held by the Superintendent is a result of an unsatisfactory rating received 30 days before the expiration of the probation period, the employee may request that the Lower Merion Education Association (LMEA) be present at the hearing.

LOWER MERION SCHOOL DISTRICT
Support Staff Rating Form

Name	Position	Department or School

DETAILED EVALUATION:

Refer to Job Description for description of assigned duties and job expectations

Rating: S – Satisfactory U – Unsatisfactory

An employee who receives a rating of Unsatisfactory in 3 or more categories shall receive an Overall Rating of Unsatisfactory. An employee who receives a rating of Unsatisfactory in 2 categories may receive an Overall Rating of Unsatisfactory at the discretion of the employee's Supervisor.

	S	U
Quality of work (consider the neatness, completeness and thoroughness of work performed)	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of work (consider amount and promptness of work)	<input type="checkbox"/>	<input type="checkbox"/>
Attendance and Punctuality	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility and Dependability	<input type="checkbox"/>	<input type="checkbox"/>
General Appearance and Personal Grooming	<input type="checkbox"/>	<input type="checkbox"/>
Attitude toward work (interest, initiative, use of time, willingness and adaptability)	<input type="checkbox"/>	<input type="checkbox"/>
Attitude toward others (consider cooperation and self-control)	<input type="checkbox"/>	<input type="checkbox"/>

OVERALL EVALUATION

<input type="checkbox"/>	<input type="checkbox"/>
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COMMENDATIONS:

RECOMMENDATIONS:

Evaluator's Signature*

Date

Date form given to employee

Conference Date

EMPLOYEE COMMENTS:

Employee Signature*

Date

* By signing the evaluation, the employee acknowledges that they have received and had a chance to review the evaluation. The employee's signature does not mean that the employee agrees with the evaluation. The employee may add comments prior to returning the signed evaluation to their immediate supervisor. The signed evaluation must be returned to the immediate supervisor within 5 days. If the evaluation form is not returned to the employee's supervisor within 5 days, the rating stands as is and the evaluation is placed in the employee's personnel file as final without the employee's comments.