

**Letter of Agreement
Between
the Mead School District and
the Mead Classified Public Employee Association
(MCPEA)**

This Letter of Agreement sets forth the following understanding between the Mead Classified Public Employees Association and the Mead School District #354.

The parties hereby agree to amend Appendix B – Evaluation Form by replacing the current evaluation form with Appendix B- MCPEA Personnel Performance Evaluation Form as attached.

This letter of Agreement shall be effective upon signing, be attached to the current collective bargaining agreement and shall remain in effect until August 31, 2021

Dated: June 20, 2019.



Michael Lukich, President
Mead Classified Public Employees Association



Tom Rockefeller, Superintendent
Mead School District #354

MEAD SCHOOL DISTRICT

MCPEA PERSONNEL PERFORMANCE EVALUATION FORM

NAME _____ DATE _____
(Last) (First) (M)

Type of Evaluation: _____ Annual _____ Probation _____ Other

Location(s) _____ Position _____

QUALITY OF WORK: Displays necessary knowledge and skills

All Employees:

- *Understands the function of cleaning supplies and uses them appropriately*
- *Documents equipment care and maintenance. Takes good care of equipment*
- *Uses time appropriately to meet workload*
- *Performs custodial duties consistent with district standards*
- *Anticipates needs and reacts accordingly*
- *Takes Pride in appearance of work*
- *Observes and follows all safety rules, regulations and training*

Lead Employees:

- *Makes sure custodians understand their duties, including using chemical's appropriately and the proper care of machines*
- *Manages assigned custodial budget appropriately and efficiently*
- *Does everything possible to support, encourage and coach custodians in their duties*
- *Ensures all safety rules, regulations and training are followed and reports any violations to the director*

Exceeds Expectations Meets Expectations Working Towards Expectations Does Not Meet Expectations

Inspection report 1. _____ Date _____
Inspection report 2. _____ Date _____
Inspection report 3. _____ Date _____

PRODUCTIVITY: Quantity of work

All Employees:

- *Anticipates needs of others and adjusts own rate of work in order to assist*
- *Consistently works at a high productive rate*
- *Seeks work and is usually busy*
- *Is viewed as highly organized*
- *Demonstrates ability to prioritize*

Lead Employees:

- *Demonstrates the ability to plan and organize the activities of custodial staff*
- *Uses outstanding time management skills for themselves and the custodial team*

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ADAPTABILITY: Demonstrates flexibility

All Employees:

- *Adapts well to new situations, unusual demands, emergencies or critical incidents*
- *Consistently is able to adapt to new techniques/tasks/scheduling*
- *Assists co-workers/staff in response to fluctuations in workload*
- *Maintains positive attitude when asked or needed to make adjustments to daily work schedule*

Lead Employees:

- *Maintains a balanced, positive perspective between all members of the school community*
- *Utilizes at all times the appropriate social skills needed for the position (be polite and respectful)*

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DEPENDABILITY: Is reliable and conscientious

All Employees:

- *Is consistently on time and does not leave early or take unscheduled breaks or lunches without authorization*
- *Always returns to work promptly when lunch and break times are finished*
- *Submits time cards on time. Time recorded matches time and leave requested*
- *Follows procedures for leave documentation and call in procedures*
- *Performs duties without close supervision*

Lead Employees:

- *Displays exceptional performance day after day, without sacrificing accuracy or quality*
- *Models very high personal standard of honesty and integrity*

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COMMUNICATION: Carries out instructions: Expresses self clearly

All Employees:

- *Demonstrates the ability to take orders/follow direction*
- *Communicates with all staff, including co-workers in neutral or positive manner, not defensive or insolent*
- *Follows written and verbal directions, checks e-mail and responds accordingly*
- *Communicates in a constructive manner when disagreeing*
- *Interacts with public and staff in a professional manner*

Lead Employees:

- *Employs effective conflict resolution tools*
- *Creates synergy by assuring healthy relationships*
- *Helps groups initiate and manage change*
- *Promotes positive relationships and a healthy work environment*

Exceeds Expectations Meets Expectations Working Towards Expectations Does Not Meet Expectations

PROFESSIONALISM: Is cooperative and considerate of others

All Employees:

- *Presents a great image for the district as a consistently helpful, friendly, service-oriented employee*

- Approachable and able to work well with others.
- Deals tactfully and courteously with staff, students and co-workers
- Professional and co-operative when working with administrators and supervisors

Lead Employees:

- Recovers from setbacks quickly, views them as learning opportunities
- Uses good process skills so that positive solutions can be achieved

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DECISION MAKING / JUDGEMENT / INITIATIVE: Evaluates alternatives; makes decisions based on policies and procedures.

All Employees:

- Makes timely reports of needs, damage and safety hazards to supervisors
- Exhibits desire for entire operation to succeed (no - "not in my area")
- Efficiently completes clerical aspects of job in a timely manner
- Sees obvious need and responds effectively

Lead Employees:

- Positively influences team members, helps custodians see the big picture.
- Develops key competencies (knowledge, skill and attitude) which enable individuals to perform duties

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OVERALL PROFESSIONAL APPRAISAL

Exceeds Expectations Meets Expectations Working Towards Expectations Does Not Meet Expectations

Evaluator Comments:

Employee Comments:

Evaluator Signature _____

Title _____ Date _____

My signature below indicates that I have seen this evaluation. It does not necessarily indicate agreement with the findings. I understand that I may attach a written statement to this form.

Employee Signature _____ Date _____

