



EDUCATIONAL SUPPORT PERSONNEL

Performance Evaluation Guidelines

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CREIGHTON ELEMENTARY SCHOOL DISTRICT No. 14

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CREIGHTON ELEMENTARY SCHOOL DISTRICT No. 14

ESP PERFORMANCE EVALUATION GUIDELINES

Policy Statement: All support personnel shall be evaluated by the appropriate supervisor or administrator.

A written evaluation of effectiveness of each support staff member shall be completed during the first year of employment And not later than the anniversary date of employment. At least once each year thereafter, an evaluation will be conducted. The evaluation will be used to increase job proficiency and for recommending continued employment.
(GDO – Evaluation of Support Staff Members)

Supervisor Responsibility: The immediate supervisors have the responsibility for evaluating each employee assigned to their department. The evaluation shall cover the major areas of the employee's responsibilities and duties. Unsatisfactory evaluations Require an explanation of unsatisfactory performance and specific suggestions for improvement.

When Evaluations Are To Be Made: All regular ESP employees shall be evaluated by their immediate supervisors in accordance with these rules and the following schedule:

- **Probationary Employee** – Initial ninety (90) days of employment. First evaluation required not later than ninety (90) days after first day of work.
- **Continued Employee** – Employees shall be evaluated at least once each year.
- **Special Evaluations** – An employee shall be given a special evaluation at any time during employment if deemed necessary by the supervisor.

Evaluation Rater: Each employee is to be evaluated by his/her immediate supervisor. In cases where the employee is assigned to more than one department, site, and/or classification, the employee shall receive separate evaluations for each assignment. Designated supervisor shall rate and sign the formal evaluation form. Supervisors may receive input from employees having a lead function over the employee to be evaluated.

Evaluation Forms: Performance evaluations shall be made on forms prescribed by the District.

Evaluation Meeting: In completing the performance evaluation form, the supervisor shall have a private conference with the employee. The meeting shall be scheduled by the supervisor to allow time for a discussion with the employee.

Specific Recommendations for Improvement: Any below standard evaluations shall include recommendations for improvement and provisions for assisting the employee in implementing any recommendations made.

Distribution of Evaluation: The completed evaluation form shall be distributed as follows:

- One copy to the employee being evaluated
- One copy to the supervisor performing the evaluation
- One copy for inclusion in the employee's personnel file

ESP PERFORMANCE EVALUATION

TERMINOLOGY

Definitions:

Evaluation - A formal written statement of the quantity and quality of the work performed by a person employed in the District's classified service

Performance Improvement Plan - A plan given to an employee whose performance is unsatisfactory in one or more critical elements for the purpose of identifying the deficiencies and to provide direction on how to correct deficiencies to attain and sustain satisfactory performance

Probationary Employee – Initial ninety (90) days of employment. First evaluation required; no later than ninety (90) business days after first day of work

Continued Employee – Employees shall be evaluated at least once each year

Special Evaluations – An employee shall be given a special evaluation at any time if deemed necessary by the Supervisor.

Further description of phrases:

Initiative: Explores new opportunities, requires minimum supervision, extremely active and eager to try new approaches.

Leadership: Is able to quickly gain support of others, inspires confidence and respect, leads with authority and respect, shows appreciation for contributions and achievements, promotes harmony and teamwork

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ESP PERFORMANCE EVALUATION

RATING INDICATORS

1= Exceeds	2= Meets	3= Needs Improvement	4= Fails to Meet
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1. Exceeds

Performs or demonstrates characteristics significantly above required levels; exercises initiative and leadership in undertakings; anticipates needs and is extremely self-directed.

2. Meets

Performs or demonstrates characteristics that are at the required level; meets quality and quantify standards set by the immediate supervisor.

3. Needs Improvement

Performs or demonstrates characteristics that are at the required level, but needs improvement. Specific needs are to be identified by the evaluator by providing documentation.

4. Fails to Meet

Fails to perform consistently or demonstrated characteristics which fall below the required standards; has significant deficiencies in areas identified. These deficiencies will be specifically identified in writing by the evaluator; on a Performance Improvement Plan. Performance Improvement Plan is established for correction and a follow-up evaluation will be scheduled.

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ESP PERFORMANCE EVALUATION GUIDELINES POLICY & LEGAL INFORMATION

Appeal of Process:

- There is no appeal of the content of any performance evaluation
- Timeline discrepancies may be appealed

District Policies: The following District policies are listed for employee reference:

- GDN – Supervision of Support Staff Members
- GDO – Evaluation of Support Staff Members
- GDQD – Discipline, Suspension, and Dismissal of Support Staff Members

Legal References:

- A.R.S. §15-341; §15-502; §15-1326; §38-532; §41-770

CREIGHTON ELEMENTARY SCHOOL DISTRICT
Educational Support Personnel Pay for Performance Plan
School Years 2022-23 & 2023-24

1. To be eligible for pay for performance, employee must meet all the following criteria below:
 - A. Not be on an improvement plan at the end of the school year (&)
 - B. Be employed at least 25% of work calendar* (&)
 - C. Complete the work year.

2. Criteria

- | | |
|---|-------------|
| Evaluation Eligibility for Process Advancement *** | 100% |
| <ol style="list-style-type: none">A. Probationary Review box checked for continued employmentB. Annual Review Box checked for process advancementC. Special review box checked for continued employment | |

Notes:

- * Eligible employees working partial year shall be prorated by number of days employed by the district.
- ** Eligibility for process advancement is indicated by presence of checked box on Employee Evaluation form.
- *** A staff member who otherwise qualifies, but who has not worked enough to be evaluated is deemed eligible for process advancement.

Appeals Process

Any Creighton School District Employee may appeal their Pay for Performance allocation. These appeals may be for either perceived procedural or calculation errors. An individual employee may request and appeal through their immediate supervisor and the immediate supervisor shall inform the Director of Human Resources.

1. The written appeal shall be submitted to the immediate supervisor within 5 working days of the allocation and shall identify the possible errors.
2. The immediate supervisor shall, within 10 working days, reply to the appeal in writing. Copy of the appeal is sent to the Director of Human Resources.
3. Should the individual not be satisfied with the response, he/she may appeal to the Human Resources within 5 working days of receiving the response.
4. The Executive Director of Human Resources, upon receipt of the appeal shall, within 10 days, select a committee to review the procedures or calculations to determine the appropriate allocation. Suggestions for the committee membership:
 - a. Member representing the Payroll Department.
 - b. Member representing the Personnel Department.
 - c. Member representing staff assigned to PFP calculation.
 - d. Member representing CEA.
5. If the committee determines that an error in procedure or calculation has occurred, they shall forward a recommendation to the Executive Director of Human Resources within 5 working days.
6. If the committee determines that an error did not occur, the committee shall notify the Executive Director of Human Resources in writing within 5 working days.
7. If it is determined that the appellant should receive additional monies, the amount should be dispersed during the next compensation cycle.

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ESP PERFORMANCE EVALUATION GUIDELINES SIGNATURE OF UNDERSTANDING

After reviewing the ESP Performance Evaluation Guidelines document, please sign and return this form to supervisor or Human Resources Department.

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I have received, read and understand all portions of the Creighton Elementary School District's ESP Performance Evaluation Handbook.

1. Guidelines
2. Evaluation Terminology
3. Rating Indicators
4. District Policies & Legal References

Employee's Name (Please Print)

Employee's Signature

Date

School

RETURN THIS FORM TO SUPERVISOR OR HUMAN RESOURCES