

Performance Evaluation Process: Support Staff, Non-Unit, Supervisor / Specialist

Employees are on Evaluation Cycle Every Other Year

Before Evaluation

1. Within 30 working days of employment or reassignment, the Supervisor will provide an **evaluation orientation** for employees who are on cycle for evaluation.
 - Blank evaluation documents can be found in Google Drive > WDMCS - HR - Public > Evaluation.
 - TalentEd will automatically establish an employee's evaluation cycle for **every two years**. Supervisors will review the employee list prior to the start of the school year to notify employees on cycle for evaluation.
 - If there are concerns about an employee's performance, they may be put on an annual evaluation cycle.
2. Throughout employment, the Supervisor will:
 - Observe performance.
 - Provide feedback and coaching as appropriate.
 - *Note: New employees may be informally assessed during their probationary period using the "30-60-90" Evaluation Tool.*

During Evaluation

3. Supervisors will review performance documentation since the last evaluation (or since employment for probationary employees) and their goals.
 - Note: Evaluations completed prior to 2022-2023 are saved in Records.
4. Scoring (completed prior to May 1):
 - Supervisors will rate an employee's performance throughout the entire evaluation.
 - **Specific examples should be provided to the employee to share both concerns and strategies for improvement.**
 - If the employee's overall performance is consistently rated "Does Not Meet Standards", an explanation to substantiate the rating and a recommendation for improvement **must be discussed with the employee.**
 - This information is documented in the "Final Comments" section of the evaluation under "Employer Comments".
 - If one or more areas of job performance needs improvement and the supervisor deems an improvement plan is needed, steps to begin an improvement plan process will be put into place.
5. Evaluation Conference (completed prior to May 15):
 - Supervisors will meet with employees within approximately 15 days of the completion of the evaluation.
 - Employees will receive a draft copy of the evaluation (via TalentEd Perform) at least two working days before the evaluation conference.
 - Employees are required to provide some reflection comments at the end of the evaluation in the section titled "Employee Comments".
 - During the evaluation conference, the Supervisor and Evaluatee:
 - Review the evaluation report (including progress to their previous goal).
 - Discuss strengths and areas for growth.
 - Discuss and agree upon a Professional Growth Goal for the following year.
 - Sign and date the evaluation to indicate that it has been reviewed.

Frequently Asked Questions (FAQs) Employees May Have About Evaluation

Why does evaluation matter?

The intent of the evaluation process is for employees and supervisors to identify areas of strength and areas for growth in order to improve job performance.

When happens for probationary employees?

Probationary employees (in their first 90 days) may have additional walkthroughs and evaluations.

How do employees know when they will be evaluated?

Employees can see if they are on cycle for evaluation within TalentEd Perform and by talking to their supervisor.

What are the standard years for evaluation?

All new employees will be on evaluation during their first year of employment. Following the first year of employment, employees will be on cycle every other year.

What if an employee doesn't agree with this evaluation?

- **Is an employee “signing” that they agree with the evaluation?**

No. The signature is acknowledgement of receipt / an indication that the employee has reviewed the evaluation, not that they agree with it. Employees must sign the evaluation for it to move through the work flow.

- **What can an employee do if they disagree with the evaluation?**

An employee can do any of the following:

- Leave comments in the “Employee Comments” section.
- Appeal the outcome of the evaluation through the District Complaint Policy.
- Submit a letter to Human Resources to be attached to the evaluation and placed in your personnel file.

Improvement Plan Information

(This section applies to employees whose evaluations are satisfactory job performance needs improvement in one or more areas.)

For whom is this intended?

Any staff member who has been notified by their supervisor that one or more areas of job performance needs improvement.

What is the purpose?

To make the employee aware of performance concerns and to provide supervisory communication and support for the purpose of improving performance related to one or more district standards. (This does not go into the employee's personnel file.)

Who decides if the employee would be placed on an improvement plan?

The supervisor would decide.

At what point in time may an employee be informed of the need to be on an Improvement Plan?

At any time a supervisor has concerns related to an employee's performance of one or more district standards.

Who is involved in the plan, and what is their purpose?

The supervisor will provide assistance, coaching and feedback. The employee may invite an Association representative to attend meetings to listen.

Who will review the plan before it is implemented?

The supervisor will provide a draft of the plan to the Director of HR for review and feedback prior to presenting the plan to the employee.

What is the form of the plan?

The written plan includes one or more goals (specific to district standards), strategies, timelines, resources, indicators of success, and (realistic) checkpoints.

Who develops the plan?

The supervisor develops the plan.

Who maintains a log of meetings and activities?

The supervisor or designee maintains a log, with a copy provided to the employee.

What is the duration of the plan or program?

As determined by the supervisor (typically a minimum of six weeks).

What happens when the improvement plan timeline is done?

The supervisor reviews the progress with the employee and concludes if the employee has met the stated goals of the plan. The supervisor will make one of the following decisions:

- 1) Concerns are resolved;
- 2) Progress noted. Changes or modifications have been made to the existing plan or a new Improvement Plan is developed; or
- 3) Concerns not resolved; insufficient progress; confer with the Director of Human Resources or the Chief Officer of Human Resources to determine next steps.

Is the employee eligible for a transfer request?

Yes.