

**PERFORMANCE EVALUATIONS FOR NON-LICENCED PERSONNEL**

The District's performance management system is designed to be a formal, objective, consistent, and ongoing process to assess the on-the-job effectiveness of each employee by communicating to the employee the status and the objectives and standards of performance which the employee is expected to achieve. The District views performance management as an ongoing process that focuses on the future and continued improvement. Performance evaluations and timelines will be compliant with the applicable collectively bargained agreement.

1. Purpose

The performance management process exists to ensure timely and periodic two-way communication between employees and supervisors regarding job performance. This process is designed to:

- Clarify the District's goals and link them to performance expectations.
- Assist employees in reaching their full potential by identifying training needs and developing specific plans for continual improvement.
- Identify and document performance achievements and deficiencies.
- Provide ongoing opportunities for supervisors to coach and encourage personal development and improved job performance.

By providing an employee with a performance evaluation, whether formal or informal, the District does not create a contract or other right to continued employment.

2. Ongoing Communication Regarding Performance

It is the policy of the District and the responsibility of each administrator or manager/supervisor to routinely provide employees with accurate, constructive feedback regarding job performance expectations, accomplishments, and opportunities for growth. Periodic formal performance evaluations cannot take the place of ongoing communication.

3. Frequency of Performance Evaluations

Formal performance evaluation sessions are to be conducted as one part of the continuing communication between the employee and administrator or manager/supervisor. Each administrator or manager/supervisor shall conduct a formal performance evaluation of each non-licensed or post-probationary employee at least once during any 12-month period, and before June 30th of each year. Each administrator or manager/supervisor shall conduct a formal performance evaluation of each probationary employee at least once during each 3-month period for the first nine (9) months of employment. This will result in a total of three (3) formal performance evaluations during an employee's probationary period. Administrators or managers/supervisors will provide employees with informal performance communication (feedback), either verbally or written, routinely and regularly throughout each evaluation cycle.

4. Written Record

The administrator or manager/supervisor will complete a formal written evaluation utilizing the evaluation form approved by the District. All information in the written record shall be consistent with the information communicated verbally during the performance evaluation sessions with the employee. The completed form, along with any written comments submitted by the employee, shall be placed in the employee's master personnel file.

The employee and the administrator or manager/supervisor may make additional notes of information that is exchanged during the performance evaluation meeting.

5. Personnel Actions Resulting from Performance Evaluations

Personnel actions taken by the District, whether positive or adverse, are based on an assessment of the overall performance and behavior of the employee, rather than on a single performance evaluation.

Violation of a policy or procedure which necessitates disciplinary action is not part of the performance evaluation process. Any such issues will be addressed outside of the performance evaluation session and in accordance with disciplinary policies and procedures.

6. Employee Involvement

The District strongly encourages employee participation in the performance evaluation process. Opportunities for participation include the following:

- Administrators or managers/supervisors providing employees with an opportunity to present a self-evaluation which the administrator or manager/supervisor may then consider prior to and discuss during the evaluation meeting.
- Discussions between the administrator or manager/supervisor and the employee for the purpose of establishing performance expectations or goals for the next evaluation period.
- Should employees disagree with some or all of the performance evaluation, they may attach a rebuttal statement within 30 days of receiving the evaluation.

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ADMINISTRATIVE REGULATIONS***

1. Frequency of Formal Performance Evaluations

Formal performance evaluations are to be conducted at least annually. A plan of assistance may be provided to help employees improve performance deficiencies.

In addition, administrators/supervisors shall conduct formal evaluations at the following times:

- When there is a significant change or deterioration in performance.
- Within two (2) months following a finding that the employee's performance needs substantial improvement. (Frequent, ongoing meetings between the administrator or manager/supervisor and the employee must occur and be documented during this period.)
- At more frequent intervals as the administrator or manager/supervisor deems appropriate. In addition, informal performance communication (feedback) will occur and be documented routinely and regularly throughout an evaluation cycle.

2. Responsibility for Performance Evaluations

The performance evaluation process is the responsibility of the administrator or manager/supervisor.