

## Lincoln County School Service Personnel Evaluation Policy

- 1. General:** All school service personnel (regular and substitute) are covered with these administrative procedures. Each employee can expect an open and honest evaluation by his/her immediate supervisor which will show how well the employee is performing his/her assigned job. Any regular or substitute service personnel who does not obtain satisfactory performance rating on an evaluation will be given the opportunity to improve his/her job performance prior to any action to terminate his/her services. It is recognized that every employee is entitled to due process as outlined in West Virginia School Law in matters affecting his/her employment.
- 2. Purpose:** The evaluation of personnel is designed to (1) improve the quality of education; (2) provide information for employees to improve their performance; and (3) provide information which is used as a basis for sound personnel decisions.
- 3. Definitions:** Definitions used in these administrative procedures will be:
  - 3.1 Conference:** A formal meeting between supervisor/employee or improvement team/employee focusing on the discussion of an observation, an evaluation, or an improvement plan.
  - 3.2 Immediate Supervisor:** A professional educator/administrator/supervisor identified by the county superintendent to conduct observations, complete evaluations, and write and monitor improvement plans. Itinerant personnel shall be evaluated by their home school principal and may be evaluated at other assigned locations. Any deviation from this procedure must be approved by the assistant superintendent.
  - 3.3 Instruments:** The County Board approved observation/evaluation form(s) containing the performance standards.
  - 3.4 Itinerant Personnel:** Employees who are assigned to work in two or more schools or locations shall be evaluated by their home school principals and may be evaluated at other assigned locations.
  - 3.5 Observation:** The process of collecting data on the employee's job performance
  - 3.6 Performance Standards:** Indicators of job responsibilities, listed on the observation/evaluation form, used to evaluate the performance of an employee
  - 3.7 Ratings:** A "Meets" or "Does Not Meet" value assigned to the performance of a regular/substitute employee.
  - 3.8 Service Personnel:** The employee who serves in a nonprofessional capacity, including such areas as secretarial, custodian, maintenance, technology, transportation, food service and as aides, accountants, etc.
  - 3.9 Substitute Service Personnel:** Service personnel who works in place of an employee who serves in a nonprofessional capacity.

#### 4. Training

All evaluators shall receive required training in a) conducting observations and conferences, b) completing evaluations, and c) writing and monitoring improvement plans.

#### 5. Principles of Operation

**5.1 Evaluator:** The employee's immediate supervisor (or his/her designee, i.e. Assistant Principal) will be the official evaluator; however, central office administrators may be asked to assist.

**5.2 Orientation:** At the beginning of the employment period, the immediate supervisor will inform all employees under his/her supervision of the purposes, instruments, and procedures that will be utilized to evaluate their performances. For substitutes, the evaluation procedures and policy shall also be included in the substitute personnel's employment interview, orientation, and/or personnel handbook.

**5.3 Instruments:** Evaluation instruments shall be provided by the personnel office. These instruments will reflect the performance standards expected relative to the responsibilities in the respective job descriptions.

**5.4 Rating:** Performance rating categories on the personnel evaluation forms for employees are a) Meets Performance Standard or b) Does Not Meet Performance Standard. The scale for performance criteria is as follows:

**Meets Performance Standard:** Performance is consistently adequate and acceptable

**Does Not Meet Performance Standard:** Performance is not consistently adequate and acceptable.

**5.5 Official Personnel File:** The original copy of the evaluation forms will be forwarded to the county personnel office where they will be maintained in the employee's official personnel file. The employee's personnel file is available for review by the employee.

**5.6 Addendum:** All employees have the right to include a written statement as an addendum to the evaluation. The addendum must be received by the evaluator no later than 10 days following receipt of the written evaluation.

#### 6. Evaluation Criteria for Regular School Service Employee

**6.1** Regular school service employees with zero to two (0-2) years of experience shall be evaluated a minimum of two (2) times a year. The first evaluation must be conducted by 5 days after the end of the first semester; the second by the second Monday in April. School service employees with three and four (3-4) years of experience shall be evaluated a minimum of one time a year.

**6.2** Regular school service employees with five (5) or more years of experience

who have not been placed on a plan of improvement shall be evaluated no more than once every three years unless the immediate supervisor determines an evaluation for a particular school employee is needed more frequently. Supervisors may determine that a service personnel employee with more than five years of experience whose written evaluations include identified deficiencies related to specific performance standards may be evaluated more frequently than once every three years.

- 6.3** To determine if an evaluation is needed more frequently than once every three (3) years for a particular service personnel employee with (5) or more years of experience and not been placed on a plan of improvement, supervisors shall complete at least two (2) written observations using county performance standards forms with deficiencies specified. Provided that, employees new to a school or specific assignment may be evaluated during their first year in the new school or assignment. The supervisor shall conduct a post observation conference with the employee within five (5) working days of each observation informing the service personnel employee during any observation conference after the first observation conference if an evaluation will be conducted with reasons specified. After each conference, a signed copy of the observation form shall be given to the service personnel employee.
- 6.4** Service personnel employees with five (5) or more years of experience who have not been placed on a plan of improvement may request an evaluation more frequently than once every three (3) years with a written request to his/her immediate supervisor by October 1 in the year an evaluation is requested.
- 6.5** The required evaluations of regular school service employees with 0-2 years experience will be completed as stated in 6.1 and submitted to the personnel office. Evaluations will be completed and submitted to the personnel office by the end of each year for those school service personnel with more than two years of experience.
- 6.6** Evaluations should be based on observations of performance standards. Evaluation reports shall include strengths, suggestions for improvement and/or deficiencies when determined to be appropriate by the immediate supervisor.
- 6.7** An evaluation conference shall be held with the employee within ten working days after the 2<sup>nd</sup> observation conference to share the results of the evaluation. At that time a signed copy of the evaluation form shall be given to the employee.

## **7. Observation**

- 7.1** Each written evaluation must be based upon a minimum of two observations. The two observations may be documented on the same form. The observations should be for a minimum of fifteen minutes and shall be conducted openly. One of the two observations may be based upon verified data or documentation.

**7.2** The supervisor will hold a conference with the employee after the second observation within five working days. At that time a signed copy of the observation shall be given to the employee. A conference will also be held with the employee to review the evaluation results.

**8. Improvement Plan for Regular Service Personnel and Extracurricular Personnel (excluding coaches)**

- 8.1** An improvement plan shall be developed by the supervisor and employee when an employee's performance is "Does Not Meet Standard" in three or more items of the employee's responsibilities as listed in the performance standards or at the discretion of the supervisor if fewer than three.
- 8.2** The improvement plan shall designate how the employee shall meet the criteria. The improvement plan shall:
  - 8.2.1** Identify the deficiency(ies),
  - 8.2.2** Specify the corrective action to remediate the deficiency(ies),
  - 8.2.3** Contain the time frame for monitoring and deadlines, but in no case shall an improvement plan be more than one (1) semester in length,
  - 8.2.4** Describe the resources and assistance available to assist in correcting the deficiency(ies).
- 8.3** The original copy of the improvement plan will be forwarded by the evaluator to the county administrator in charge of personnel and retained in the employee's personnel file.
- 8.4** A follow-up evaluation of the improvement plan must be submitted to the personnel office no later than ten (10) working days following the deadline for the completion of the plan.
- 8.5** After an employee has successfully corrected deficiency(ies), the employee must continue to demonstrate competency in the deficient area(s).
- 8.6** If an employee transfers within the county during the implementation of an improvement plan, the plan shall be transferred to the new supervisor for continuation.
- 8.7** Nothing in this Section shall supersede the provisions of WV Code §§18-2E-6, 18-3-4, or 18A-2-8.

## **9 Improvement Team for Regular Service Personnel and Extracurricular Personnel (excluding Coaches)**

- 9.1** Three or more “does not meet performance standard” items or at the discretion of the supervisor requires a plan of improvement; a referral to an improvement team for an employee whose evaluation is unsatisfactory may occur when the supervisor determines he/she needs such assistance. The employee may request the assistance of an improvement team.
- 9.2** The improvement team shall be comprised of the employee’s immediate supervisor, one additional administrator, and one employee within the same classification or similar assignment. The improvement team member shall be selected by the employee and approved by the county superintendent. Upon the request of the supervisor or employee, one additional team member approved by the superintendent may be added to the improvement team.
- 9.3** The improvement team shall serve only as a resource to the immediate supervisor who shall retain authority for the evaluation.
- 9.4** The improvement team shall monitor the improvement plan and may a) conduct observations and conferences, b) provide training to assist the employee in meeting the performance criteria outlined in the plan, and identify additional resources.
- 9.5** Release time may be provided for employees who serve on the improvement team.

## **10 Extracurricular (excluding Coaches) Employee**

- 10.1** Employees (excluding Coaches), with extracurricular contracts shall be evaluated a minimum of one time each year for each extracurricular assignment.
- 10.2** The evaluation must be received in the personnel office prior to final payment for such services.
- 10.3** Evaluations must be based upon a minimum of one observation. The observation should be a minimum of fifteen minutes.
- 10.4** The observation/evaluation report should include strengths, deficiencies, and suggestions for improvement determined to be appropriate by the immediate supervisor. When deficiencies are noted, a minimum of one additional observation, which may be based upon verified data or documentation, shall be completed prior to the completion of the evaluation section of the observation/evaluation report.
- 10.5** The supervisor will hold a post-observation or observation/evaluation conference with the employee within ten working days. At that time a signed copy of the observation/evaluation form will be given to the employee.
- 10.6** An improvement plan shall be written for extracurricular employees whose performance evaluation is rated “Does Not Meet” in three or more performance standards listed on the evaluation form or at the discretion of the supervisor; and the employee shall be given an opportunity to correct deficiencies through successfully completing an improvement plan.

**10.7** An employee who cannot or does not correct a deficiency may be considered for dismissal from his/her job.

## **11. Substitute Service Personnel**

- 11.1** Substitute service personnel who work a total of ten or more consecutive days in the same school or department will be evaluated a minimum of one time during the school year by the principals or supervisors under whom they worked. Additionally, a principal/supervisor may evaluate a substitute employee at any time regardless of the number of days worked.
- 11.2** Evaluations may be based upon a minimum of one observation.
- 11.3** The observation should be for a minimum of fifteen minutes.
- 11.4** The evaluation report should include strengths, deficiencies, and suggestions for improvement when determined to be appropriate by the immediate supervisor.
- 11.5** A copy of the observation/evaluation results may be obtained from the immediate supervisor. A conference will be held if requested by the substitute employee.
- 11.6** An evaluation showing a “does not meet standard” rating in three or more standards will then be forwarded to the personnel office within ten (10) working days following the evaluation. All other evaluations will be submitted to the personnel office by the end of the school year.
- 11.7** An improvement plan is not required for a substitute employee. However, when deficiencies are noted on a substitute employee evaluation, and a conference has not been held, the personnel office will mail a copy of the evaluation to the substitute employee and recommend he/she contact the principal/supervisor for a conference to discuss the deficiencies.
- 11.8** An employee who cannot or does not correct a deficiency may be considered for dismissal from his/her job.