

ARTICLE 8
Employee Evaluation

- A. **Purpose:** One or more performance evaluations of employees shall be conducted in accordance with the procedure herein to appraise effectiveness in the performance of assigned duties and responsibilities; to improve performance; recognize superior performance, identify job performance problems; improve communications between administrators and employees; and to provide timely and accurate information which may be used in the making of personnel decisions related to employee performance.
- B. **Procedure:**
1. Within each school or center, the administrator or his/her administrative designee shall be responsible for evaluation of employees assigned to that school or center. Observations by a teacher may form part of the evaluation, provided that teacher has worked directly with the employee in the educational setting during the evaluation period. Evaluation of employees by any other persons shall not be conducted or condoned by the Board or District Administrator, nor will any action be taken against an employee based on such unauthorized evaluation. When teacher input indicates need for improvement, an administrative observation will be conducted as in B-4(a) of this Article.
 2. Each new bargaining unit member shall be given a copy of the evaluation form as set forth in Appendix B on or before September 30 of each year. Employees hired after September 30 shall be given a copy of the evaluation form within fifteen (15) workdays after the first day of work.
 3. Evaluations shall be conducted between October 15 and not later than one (1) week prior to the end of the school year for every permanent full-time and part-time employee. Permanent employees shall be evaluated at least once during the school year. Employees who were rated "Needs Improvement" on their last evaluation and who are reappointed, shall be evaluated during the last semester of the next school year.
 4. a. When classroom observations are conducted by the principal or administrative designee, employees shall be observed for the purpose of evaluation. When a teacher indicates to a principal/administrator that an employee's classroom performance needs improvement or is unsatisfactory, the principal/administrator must observe the employee for a minimum of thirty (30) minutes. If after the classroom

observation, the principal/administrator agrees with the teacher, a follow up conference with the employee will be conducted within ten (10) working days.

- b. Principals may conduct observations other than those specifically required at any time during the school year. Any such observations which are to be used for evaluation purposes shall be recorded on the evaluation form.
5. The contents of the evaluation form shall be the same as Appendix B attached.
6. Prior to the evaluator's completing the evaluation form, he/she shall conduct a post-observation conference to discuss the observation and the employee's performance. After such discussion and upon completion of the formal evaluation, the evaluator and the employee shall sign the report, with a copy to the employee before it is placed in the employee's personnel file.

The evaluator shall explain to the employee what actions may be expected if performance does not improve. In addition, the administrator shall establish a time period for employee remediation. At the completion of that date, the evaluator shall meet with the affected employee.

7. Upon request of the employee, the evaluator shall schedule a follow-up conference at which time the employee may be represented. Any change in the evaluation as a result of this conference shall result in the evaluation form being redone and attached to the original if the original is already in the employee's official personnel file. The final evaluation shall be treated in a manner consistent with this Article.
8. Failure or refusal of an employee to achieve a satisfactory level of performance or to meet the requirements of his/her job description and duties shall be adequate justification for termination of employment. Any dismissal of an employee based on unsatisfactory performance shall be limited to the causes specified in the employee's Notice of Dismissal under Article 6, Section F of this Agreement.
9. **Employee Response:** If the employee objects to the contents of his/her evaluation, he/she may place such objections in writing and attach it to the evaluation form within ten (10) days from the date of the evaluation conference.

- C. **Probationary Period:** Any probationary employee not given written notification of a dismissal on or before the end of the employee's probationary period shall become a permanent employee.