

## CHAPTER 4

### 4.1.23 Evaluation of Employee Performance (Revised 1/10/95)

#### 4.1.23.1 Intent

West Virginia Board of Education Policy 5300 provides that: "Every employee is entitled to know how well he/she is performing his/her job and should be offered the opportunity of an open and honest evaluation of his/her performance on a regular basis. Every employee is entitled to the opportunity of improving his/her job performance prior to termination or transferring of his/her services and can only do so with the assistance of regular evaluations. It is recognized that every employee is entitled to due process in matters affecting his/her employment, transfer, demotion or promotion."

#### 4.1.23.2 Purpose

The purposes of this evaluation policy are:

- A. to inform employees of their level of performance
- B. to provide information for employees to improve their performance
- C. to improve quality of education, and
- D. to provide information to serve as the basis for personnel decisions

#### 4.1.23.3 Responsibilities

The State Board of Education has developed and requires the use of standardized evaluation components by counties in implementing their evaluation policies and procedures (WV Board Policy 5310-5315). The Marshall County Board of Education does hereby comply with such personnel evaluation requirements as set forth by the State Board of Education.

#### 4.1.23.4 Components

##### A. COVERAGE

This policy includes all service personnel employed by the Marshall County Board of Education.

##### B. DEFINITIONS

For the purpose of this policy, the terms listed below are defined as follows:

1. **Conference** - A conference is a meeting between a supervisor (or designee) and an employee or an improvement team and an

employee focusing on the discussion of an observation, an evaluation, or an improvement plan.

2. **Days** - Days are the days of the employee's employment term, exclusive of Saturday, Sunday, official holidays, or days when schools are closed under provisions of West Virginia Code 18A-5-2.
3. **Designee** - A designee is the administratively authorized assistant to the immediate supervisor.
4. **Evaluation of Employee Performance Report** - An Evaluation of Employee Performance is the written evaluation of an employee's performance prepared on the county adopted form.
5. **Immediate Supervisor** - An immediate supervisor is the employee so authorized in the Organizational Chart of Marshall County Schools.
6. **Improvement Team** - An improvement team is a resource group appointed for the purpose of providing appropriate expertise to assist an employee in meeting job performance standards.
7. **Improvement Team Report** - An improvement Team Report is an improvement team's written report.
8. **Indicator** - An indicator is an observable factor of a performance standard.
9. **Observation** - An observation is a sampling of an employee's performance on the established performance standards for his/her position.
10. **Openly** - Openly means that if the immediate supervisor (or designee) becomes aware of performance which indicates that an employee may not meet a performance standard, the immediate supervisor (or designee) shall inform the employee.
11. **Performance Standard** - A performance standard is a statement of an expected performance of job responsibility.
12. **Rating Structure** - The rating structure is the system utilized to identify employees who are out- standing, above average, acceptable, inadequate or unacceptable.
13. **Shall** - The word shall denotes compulsion and obligation.

## C. PRINCIPLES OF OPERATION

1. The observation and evaluation of an employee shall be conducted by the employee's immediate supervisor or by the immediate supervisor's designee. An **Evaluation of Employee Performance** shall be signed by the immediate supervisor and the employee. If a report is prepared by the immediate supervisor's designee, both the immediate supervisor and designee shall sign the report. Copies of an **Evaluation of Employee Performance** shall be filed for record as follows:

White Copy - County Office

Yellow Copy - Evaluator

Pink Copy - Employee

2. The immediate supervisor, in agreement with the employee, may request that observations with recommendations be made by a person with specific expertise in the area to be observed and that the results be reported to the immediate supervisor and the employee jointly (observations and recommendations).
3. Observation and evaluation of the job performance of any employee shall be conducted openly.
4. Once observations and evaluations are completed, the employee shall be given the results of said observations and evaluations at a conference. If an employee's job performance does not meet standards, the employee shall be given an opportunity to improve his/her performance with reasonable support from the administration.
5. This policy shall not preclude provisions of existing policy of the Marshall County Board of Education and West Virginia Code 18A-2-5 (Employment of Service Personnel), 18A-2-6 (Continuing Contract Status of Service Personnel), 18A-2-7 (Assignment, Transfer,...), 18A-2-8 (Suspension and Dismissal), 18A-2-8a (Notice to Probationary Personnel), 18A-2-11 (Employee's Rights), or 18-5-13 (Authority of Boards).
6. Present and past **Evaluations of Employee Performance** shall be utilized in personnel decisions but may not be limited to the same.

## D. EVALUATION PROCESS

1. *Orientation*

At the beginning of each employment term, an immediate supervisor (or designee) shall inform each employee under his/her supervision of the purposes, forms, and procedures that will be used to evaluate performance and shall provide each employee with access to copies of all official documents to be used in the evaluation process.

## *2. Observation*

- a. An **Evaluation of Employee Performance** shall be based upon at least two observations.
- b. Either an immediate supervisor (or designee) or an employee may request a conference following an observation. If requested by either party, the conference shall be held within ten working days of the observation.
- c. If an immediate supervisor (or designee) observes performance which indicates that an employee may not meet a performance standard, the immediate supervisor (or designee) and employee shall discuss the performance prior to its becoming part of the **Evaluation of Employee Performance**. Suggestions for improvement shall be discussed.

## *3. Evaluation of Employee Performance*

- a. Employees issued a probationary contract shall receive an **Evaluation of Employee Performance** twice a year, provided he/she is employed for 133 days or more. An employee employed fewer than 133 days shall receive at least one **Evaluation of Employee Performance**.
- b. Employees issued a continuing contract shall receive an **Evaluation of Employee Performance** at least once a year.
- c. An **Evaluation of Employee Performance** shall include:
  1. a rating of "outstanding", "above average", "acceptable", "inadequate", or "unacceptable" for each performance standard.

2. an improvement plan shall be prepared for any job performance standard marked as inadequate or unacceptable by the immediate supervisor with input from the employee

#### 4. *Evaluation Conference*

An immediate supervisor (or designee) shall hold a conference with the employee to discuss the **Evaluation of Employee Performance**. The employee has the right to have a written statement included as an addendum to an **Evaluation of Employee Performance**.

#### 5. *Referral*

An improvement team shall be formed if an employee fails to correct the inadequate or unacceptable evaluation marks designated in the initial improvement plan within the specified time frame. The referral for an improvement team shall be submitted to the superintendent (or designee) within ten days of the evaluation conference which prompted the referral.

#### 6. *Improvement Team*

- a. The superintendent or his/her designee shall appoint the members of the improvement team and assign a chairperson.
- b. An improvement team may: conduct interview(s), make observation(s), develop a written improvement plan with input from the employee, provide assistance to the employee in meeting the performance requirements of the plan, and report the results of the plan's implementation to the immediate supervisor.
- c. The **Improvement Team Report** shall be submitted to the immediate supervisor and the employee. The report shall serve only as a resource. Copies of the **Improvement Team Report** shall be attached to the **Evaluation of Employee Performance** that prompted the improvement team referral.

## **E. TIMELINES**

### 1. *Employees Issued A Probationary Contract*

- a. Two Evaluations of Employee Performance are required - one shall be sent to the county office on or before January 1 of each school year.
- b. The second completed **Evaluation of Employee Performance** shall be sent to the county office no later than May 15 of each school year.

### 2. *Continuing Contract Employees*

At least one completed **Evaluation of Employee Performance** shall be sent to the county office no later than May 15 of each school year.

## **F. TRAINING**

Every person who, under the provisions of this policy, has responsibility for conducting evaluations, shall be trained in the management and evaluation skills necessary to implement this policy.