

PERFORMANCE EVALUATION (Classified Staff)

4020

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I. PURPOSE

To assist the supervisor in determining the employee's potential for further advancement and development; and to advise the employee of job expectations and the methods by which expectations will be measured.

II. SCOPE

This policy applies to all full-time regular employees not addressed in another policy or covered under a Memorandum of Understanding (MOU).

III. POLICY STATEMENT

It is the policy of the Shelby County Schools to regularly review and evaluate the performance of each employee. Performance reviews are conducted by the immediate supervisor or individual having supervisory authority, and shall consist of a written performance evaluation and discussion of the evaluation, including feedback for improvement, with the employee. All performance evaluations shall be conducted in accordance with procedures developed by the Superintendent (or designee) and shall be in accordance with any administrative rules and regulations accompanying this policy. Employees will be evaluated on an annual basis.

IV. RESPONSIBILITY

- A. Supervisors are responsible for adhering to the evaluation process and providing timely feedback to improve the performance of evaluated employees.
- B. The Superintendent (or designee) is responsible for implementing this policy.

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Pay for Performance

Performance evaluation scores may be tied to merit increases upon appropriate approval by the Superintendent or designee if District funds are available for such purposes. The department responsible for human resources, in conjunction with the department responsible for finance, will determine equitable merit rewards based on industry standards and available research data. Shelby County Schools cannot guarantee merit increases without availability of funds and prior Board approval.

Evaluation Process

Employees will be evaluated on an annual basis by the immediate supervisor or individual having supervisory authority, in accordance with these administrative rules and regulations and the procedures outlined in the Non-Instructional Evaluation Manual. The evaluation process includes the following steps:

1. Orientation

*Orientation is the first step in the evaluation process. During orientation the evaluator holds a team meeting to explain the entire performance evaluation process, including reviewing the competencies, rubric and other documents, timelines and milestone dates, performance expectations, department/school norms and values, and appropriate evidence for the department/school etc.

*Orientation is only required as a first step for employees new to the District and employees new to a school site or department/area.

2. Goal Setting

During the goal setting step, the supervisor and employee discuss job expectations, clarify top performance objectives, and establish three to five developmental and operational SMART goals for the employee. Measures of success, manager supports, and implementation deadlines are also discussed.

3. Mid-Year Evaluation Conference

An opportunity for upward feedback is provided before the mid-year conference. During the conference the employee completes a self-rating; there is a review of the employee's performance to date; the supervisor provides the employee with feedback; and areas of weakness and areas to strengthen are identified.

4. End-of-Year Conference

An opportunity for upward feedback is provided before the end-of-year conference. During the end-of-year conference, the employee reviews the job description and competencies and completes a self-rating. Additionally, the supervisor and the employee discuss the employee's job performance objectives, goal attainment, and competency ratings with written feedback. The supervisor and employee then sign the evaluation and it is submitted to the Department of Human Resources.

Provisions for School-based Performance Evaluations

For school-based performance evaluations of classified staff, school-level instructional staff (e.g., Instructional Facilitators, PLC Coaches, and teachers) may provide evaluation input, but should not conduct evaluation conferences or complete evaluation documents.

Concerns Related to the Evaluation Process

Efforts should be made to address concerns at the lowest possible supervisory level. Concerns not adequately addressed at this level may progress to the next supervisory level, if necessary. Additionally, employees may contact the office responsible for human resources/non-instructional evaluation regarding concerns related to the completion of their evaluation. (*NOTE: Employees may not submit concerns regarding an individual evaluation score.*)

Compliance

Employees are expected to conduct and/or participate in the evaluation process in a cooperative manner. Any employee conducting an evaluation or being evaluated who fails to adhere to the evaluation process may be subject to disciplinary action. Additionally, an evaluator/supervisor's evaluations scores may be affected by the supervisor's failure to facilitate the evaluation process for subordinates with fidelity.