

PERFORMANCE EVALUATION

(Classified Staff)

4020

Issued Date: 08/26/10
Revised: 03/05/13, 07/01/13
08/25/15

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.

Administrative Rules and Regulations

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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.

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.

Concerns Related to the Evaluation Process

Each employee shall be evaluated annually by his/her immediate supervisor or appropriate person with supervisory authority. 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.)