HUMAN RESOURCES

Evaluation

I. The performance of all employees shall be evaluated annually following the procedures set forth in the appropriate Professional Performance Process.

II. Reports required by the Professional Performance Process shall be completed and retained as follows:
   A. One copy shall be retained by the Department of Human Resources for placement in the employee’s personnel file.
   B. One copy shall be retained by the employee.
   C. One copy shall be retained by the evaluator.

III. Employees who receive an overall (summary) rating of “Not Meeting Standards” on their summative/annual evaluation shall not receive a step increase for the ensuing school year, if applicable.
   A. Evaluations with one or more ratings of “Not Meeting Standards” must be reviewed and signed by the evaluator’s immediate supervisor and the appropriate associate superintendent before presentation to the employee. The evaluator’s immediate supervisor or appropriate associate superintendent may endorse the rating or change it with proper justification.
   B. Evaluations made by the Division Superintendent are final and do not require a review or endorsement.

IV. A teacher may appeal in writing to the Associate Superintendent for Student Learning and Accountability an overall “Not Meeting Standards” rating on a summative evaluation within 10 working days after receiving the evaluation. The Associate Superintendent for Student Learning and Accountability shall convene a panel within 10 working days after receipt of the employee’s appeal. The panel shall review the appeal and make recommendations to the Associate Superintendent for Student Learning and Accountability within five working days following the panel hearing. The Associate Superintendent for Student Learning and Accountability shall render a final decision within five working days after receipt of the panel’s recommendations.

Management and non-probationary classified employees may appeal an overall “Not Meeting Standards” rating on a final evaluation to the appropriate associate superintendent within 10 working days after receiving such evaluation. The associate superintendent shall convene a panel within 10 working days after receipt of the employee’s appeal. The panel
shall review the appeal and make recommendations to the associate superintendent within five working days following the panel hearing. The associate superintendent shall render the final decision within five working days after receipt of the panel’s recommendation. In the event the appealing employee is a direct report of an associate superintendent, the Division Superintendent shall render the final decision within five working days after receipt of the panel’s recommendation.

V. Probationary employees who receive an overall “Not Meeting Standards” rating shall be recommended for termination.

VI. At the discretion of the Division Superintendent a committee may be appointed to review the evaluation procedures. The committee presents revisions to the Division Superintendent and the Superintendent’s Staff for their review and information.

VII. All challenges or appeals relating to employee evaluations or the procedures used to evaluate employees must be resolved through the procedures set forth in this regulation, and are not grievable under Regulation 508.01-1, “Procedures for Adjusting Grievances for Certificated Employees,” or Regulation 508.02-1, “Procedures for Adjusting Grievances for Administrative and Classified Employees.”

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this regulation.

This regulation and any related policy shall be reviewed at least every five years and revised as needed.