

Parkrose School District 3

Code: GDN-AR

Adopted: 1/11/93

Revised:

EVALUATION - CLASSIFIED STAFF

1. The Classified Employee Annual ~~Performance Appraisal~~ **Evaluation** Report shall be the basic instrument used for all annual evaluations.
2. The evaluation shall be prepared for all new or promoted employees within the first ~~three~~ **two** months of employment.
3. **Goal Setting and Goal Review will be part of the Annual Evaluation process.**
4. The report will be completed for all employees once each school year. Additional checkpoints may be used as necessary.
5. Evaluation reports shall be signed by both the employee and the supervisor and become a permanent record in the employee's personnel file. Employees shall have the opportunity to respond in writing to evaluation comments on the report.
6. The original (~~white~~) copy of the report shall be filed in the personnel file in the district office. The supervisor shall retain ~~the yellow~~ a copy and the employee shall be given ~~the pink~~ a copy.
7. Any employee whose performance is inadequate or ineffective ~~will~~ **may** be provided an opportunity **to be placed on a Plan of Assistance.** ~~for improvement under the following procedures:~~
 - ~~a. The immediate supervisor shall first provide written notification to the employee that a problem exists and must be solved within an established time frame;~~
 - ~~b. If the problem continues, the supervisor shall provide the employee with a written plan of assistance that identifies the work deficiency, establishes time limits for correcting the deficiency and provides suggestions for improvement;~~
 - ~~c. The plan will be reported on the Notice of Plan of Assistance (Form CL-E-A);~~
 - ~~d. The plan of assistance shall be delivered to the employee at a formal conference and shall be signed in triplicate by both the immediate supervisor and employee. The employee shall be given prior notice (at least 24 hours) of the formal conference and may be accompanied by a representative of their choice;~~
 - ~~e. On or before the expiration of the corrective period, the supervisor, the employee and his/her representative, if he/she so chooses, shall meet to discuss the employee's progress or lack thereof toward the expected improvements. The supervisor will notify the employee of the decision to recommend continued employment or dismissal provided that nothing will~~

~~preclude a supervisor, at his/her discretion, from continuing the plan of assistance status, if, in his/her judgment, positive but less than full improvement has been shown. If the conditions of the plan are not met during the stated period, the employee may be dismissed.~~

Instructions for Use of the ~~Performance Appraisal~~ **Evaluation** Report Form

General

1. All markings and comments shall be typed **or in ink**. The evaluator(s) shall review the rating with the employee in a private conference. All signatures shall be in ink. Changes and corrections shall be initialed by the employee.
2. The employee may respond to the evaluation in written form and have the material attached to the personnel office copy. All materials must be signed, dated and delivered to the personnel office within ten working days of the evaluation conference.
3. **All newly hired or promoted employees shall be evaluated twice in their probationary period. Not later than the end of their forty (40) day mid-point and before the end of their eighty (80) day of probationary services. If the probationary period is extended by the supervisor an evaluation shall be accomplished at the end of the designated time extension. In no case will more than one extension (80 days) be allowed in making the decision regarding further employment.**
4. All employees shall be evaluated annually as of the printed due date.
5. Unscheduled reports may be filed at any time.
6. All ~~performance appraisal~~ **Evaluation Reports** in an employee's personnel ~~department~~ file are subject to review by principals or supervisors whenever the employee is requesting transfer or making application for another position.
7. Both the evaluator and the employee shall date and sign the report. The employee's signature indicates that the conference has been held and that the employee has read and received a copy of this evaluation. If the employee refuses to sign the report, the responsible evaluator(s) shall note that the refusal has occurred and obtain a witness signature verifying the employee's action.

~~Section 1: Check (/) one column for each factor. The last column may be checked when a factor is not considered applicable to a particular job. Additional spaces have been provided to write in an additional factor. Each check mark in the unsatisfactory column requires specific explanation in Section 5, page 2.~~

~~Section 2: May be used to describe outstanding qualities or performances when check marks in~~

Evaluation of Classified Staff - GDN-AR

~~the exceeds expectation column do not seem adequately descriptive.~~

~~Section 3: Use to record progress or improvements in performance resulting from the employee's efforts to reach previously established goals.~~

~~Section 4: Record agreed upon or prescribed performance goals for the next evaluation period.~~

~~Section 5: Identify specific work performance deficiencies.~~

Summary Evaluation

~~Check the overall performance here, taking into account all factors and total performance over the full period of service being evaluated.~~

~~Not Satisfactory: Performance clearly inadequate or ineffective in one or more critical factors as explained or documented in Section 5. . Employee has demonstrated an inability or unwillingness to improve or meet standards. . Performance not acceptable for position held. . A plan of assistance is mandatory.~~

~~Improvement Needed: Total performance periodically or regularly falls short of normal standards. . Specific deficiencies should be noted in Section 5. . This evaluation indicates the evaluator's belief that the employee can and will make the necessary improvements.~~

~~Meets Expectations: Consistently competent performance meeting or exceeding standards in all critical factors for the position. . If margin is narrow and standards barely met, record in Section 4 and 5.~~

~~Exceeds Standards: Total performance is well above normal standards for the position. . This evaluation should be reflected by marks for critical factors in Section 1 and superior and excellent performance should be noted in Section 2.~~

Conference

~~Evaluation conferences shall be scheduled during the employee's regular workday and shall normally include all responsible evaluators and the employee. Information on the appraisal report will be reviewed and future targets/goals shall be established and listed in Section 4.~~

Signatures

~~Both the evaluator and the employee shall date and sign the report. The employee's signature indicates that the conference has been held and that the employee has read and received a copy of this evaluation. If the employee refuses to sign the report, the responsible evaluator(s) shall note that the refusal has~~

~~occurred and obtain a witness signature verifying the employee's action.~~

~~The evaluator(s) signature(s) indicates that the conference has been held and that the evaluator(s) were involved in preparing input to the appraisal and support the content based upon their observations.~~

Appeal

~~Evaluation reports express the judgment and opinions of supervisory personnel and as such are not subject to appeal unless there has been a resultant action to suspend, demote or dismiss an employee.~~

Evaluation Timeline

~~Classified personnel groups (as outlined below) will be formally evaluated annually during the period May 1 through June 10. *~~

- ~~1. ——— Custodial/Maintenance (12 months);~~
- ~~2. ——— Secretarial/Clerical;~~
- ~~3. ——— Educational assistants;~~
- ~~4. ——— Food Service;~~
- ~~5. ——— Transportation.~~

Responsible Evaluators

<u>Employee Group</u>	<u>Evaluator</u>
Educational assistants — library	*Principal
Educational assistants — instructional	*Principal, Assistant principal
Bus drivers — Mechanic	*Transportation Supervisor
Head custodians	*Principal, Supr. of Operations/Maintenance
Other custodians	*Principal, Supr. of Operations/Maintenance,
_____	Head Custodian
Food Service — Manager	*Food Service Supervisor, Principal
Other food service	*Food Service Supervisor, Principal,
_____	Food Service Manager
Maintenance	*Supervisor Operations/Maintenance
Secretarial/Clerical	*(Immediate Supervisor) — Director,
_____	Supervisor, Principal

~~* = Primarily responsible for writing evaluation with input from other evaluators.~~

Improvement of Evaluation Committee

~~A committee composed of the executive director of business/auxiliary services, a classified supervisor, principal, OSEA Chapter #44 president and one representative from each of the classified groups~~

~~(educational assistants; secretarial/clerical; custodial/maintenance; food services; transportation). A committee shall function annually. Appointments shall be for three year terms.~~

~~The committee's responsibilities shall be to (1) review the policy and recommend changes in process, and (2) be responsible for improving the quality and consistency of evaluations by reviewing evaluation forms and giving feedback to the superintendent on an annual basis.~~

~~Recommended changes to the policy may be made at any time and will be reviewed by the executive committee of the association prior to the superintendent's recommending changes to the Board.~~

~~Classified representatives shall be appointed by the executive committee of the association.~~

_____ CLASSIFIED EMPLOYEE _____ ☐ 1 Annual
_____ ANNUAL PERFORMANCE APPRAISAL REPORT _____ ☐ 2 Probationary
_____ ☐ 3

_____ Date of Evaluation

<u>Employee's Name</u>	<u>Position</u>	<u>Location</u>				
SECTION I						
FACTOR CHECK LIST:						
<p>_____ Evaluator must check each factor in the appropriate box.</p>						
<u>WORK PERFORMANCE</u>						
1. _____ Knowledge of work						
2. _____ Quality of work						
3. _____ Quantity of work						
4. _____ Operation and care of equipment						
5. _____ Attendance and Punctuality						
6. _____ Planning and Organization						
7. _____ Compliance with rules and regulations						
8. _____ Accuracy						
9. _____ Completes work on time						
10. _____ Accepts responsibility						
11. _____ Accepts and understands directions						
12. _____ Follows safety practices						

13.—— Meets deadlines					
<u>INTERPERSONAL RELATIONSHIPS</u>					
1.—— Public relations					
2.—— Attitude toward other employees					
3.—— Attitude toward students					
4.—— Cooperation with supervisors					
<u>PERSONAL QUALITIES</u>					
1.—— Initiative					
2.—— Dependability					
3.—— Judgment					
4.—— Adaptability					
5.—— Tact					
6.—— Appropriate dress					

Checks in "unsatisfactory" or "improvement needed" columns must be explained in Section 5.

SECTION 2 | SPECIFIC JOB STRENGTHS

SECTION 3 | RECORD PROGRESS ACHIEVED IN ATTAINING PREVIOUSLY SET GOALS FOR IMPROVED WORK PERFORMANCE

~~SECTION 4 | RECORD SPECIFIC GOALS OR IMPROVEMENT TO BE UNDERTAKEN DURING THE NEXT EVALUATION PERIOD~~

~~SECTION 5 | RECORD SPECIFIC WORK PERFORMANCE DEFICIENCIES OR JOB BEHAVIOR REQUIRING IMPROVEMENT OR CORRECTION~~

~~SECTION 6 | SUMMARY EVALUATION AND STATUS RECOMMENDATION~~

~~OVERALL EVALUATION: Not satisfactory ☐4; Improvement needed ☐5; Meets expectations ☐6; Exceeds expectations ☐7;~~

~~_____ Continue employment _____ Probation _____ Termination~~

~~Evaluator's signature _____ Date _____~~

~~_____ EMPLOYEE: I certify that the report has been discussed with me. I understand my signature does not necessarily indicate agreement. I understand that I may make written comments regarding this evaluation. These written comments will be attached to and accompany this evaluation form.~~

Employee's signature _____ Date _____



PARKROSE SCHOOL DISTRICT
CLASSIFIED EMPLOYEE EVALUATION REPORT

DATE OF HIRE: _____

Annual <input type="checkbox"/>	40 Day Probationary <input type="checkbox"/>	80 Day Probationary <input type="checkbox"/>
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Employee _____

Location _____

Position _____

School Year _____

THIS YEARS PROFESSIONAL GOAL(s): _____

1. ATTENDANCE/PUNCTUALITY

Unsatisfactory <input type="checkbox"/>	Marginal <input type="checkbox"/>	Acceptable <input type="checkbox"/>	Commendable <input type="checkbox"/>	Exceptional <input type="checkbox"/>
Often absent or tardy. Does not report absence or tardiness in advance. Very undependable.	Erratic in attendance and punctuality. Seldom reports absence or tardiness in advance. Not dependable.	Absences within average ranges. Tardy only for emergencies. Reports absences to supervisor.	Rarely absent. Never tardy. Always reports absence or tardiness in advance.	Excellent attendance record. Always at work and on time. Very dependable.

Comments _____

2. QUALITY OF WORK

Unsatisfactory <input type="checkbox"/>	Marginal <input type="checkbox"/>	Acceptable <input type="checkbox"/>	Commendable <input type="checkbox"/>	Exceptional <input type="checkbox"/>
Poor quality work; continually makes errors, requires excessive checking by supervisor and rework.	Makes many mistakes; work barely acceptable. Supervision needed more than normal.	Meets requirements of accuracy and neatness; average quality of work; needs normal supervision.	Exceeds requirements of accuracy and neatness; very few errors, carries out instructions well, needs little supervision.	Consistent high degree of accuracy and neatness; work can be relied upon; very little rework; seldom needs supervision.

Comments _____

3. QUANTITY OF WORK

Unsatisfactory <input type="checkbox"/>	Marginal <input type="checkbox"/>	Acceptable <input type="checkbox"/>	Commendable <input type="checkbox"/>	Exceptional <input type="checkbox"/>
Does very little work; wastes time. Frequently found not to be on task.	Needs encouragement and urging to complete tasks in a timely manner.	Works at a steady pace. Meets requirements.	Often exceeds requirements.	Consistently exceeds requirements.

Comments _____

4. JOB KNOWLEDGE

Unsatisfactory <input type="checkbox"/>	Marginal <input type="checkbox"/>	Acceptable <input type="checkbox"/>	Commendable <input type="checkbox"/>	Exceptional <input type="checkbox"/>
Very little understanding of job duties. Needs considerable direction.	Inadequate knowledge and understanding of duties. Needs additional direction.	Has adequate knowledge and understanding of duties. Occasionally needs direction.	Good knowledge and understanding of duties. Well informed. Requires very little direction.	Excellent knowledge and understanding of job assignments. Extremely capable.

Comments _____

5. FLEXIBILITY/GROWTH & SKILL IMPROVEMENT

Unsatisfactory <input type="checkbox"/>	Marginal <input type="checkbox"/>	Acceptable <input type="checkbox"/>	Commendable <input type="checkbox"/>	Exceptional <input type="checkbox"/>
Seems unwilling to learn new tasks. Cannot adjust from one job to another. Resists change. Little initiative.	Shows some initiative in learning new tasks. Has difficulty performing several related tasks.	Able to perform several related tasks. Willing to learn new tasks but handles assignments with some difficulty.	Learns new tasks easily. Handles new assignments with minimum amount of difficulty. Shows initiative to improve skills.	Very adaptable and flexible. Handles various assignments without difficulty. Always looks for ways to grow and improve job performance.

Comments _____

6. INTERPERSONAL RELATIONSHIPS/COMMUNICATION/PROFESSIONALISM

Unsatisfactory <input type="checkbox"/>	Marginal <input type="checkbox"/>	Acceptable	Commendable <input type="checkbox"/>	Exceptional <input type="checkbox"/>
Very little or inappropriate interactions with others. Spreads rumors. Involves self in the business of others.	Some interaction with others or interactions are not always positive. Talks more than listens.	Appropriate interaction, tact, and courtesy. Develops and maintains good working relations with others. Knows what should be kept confidential and never shares that information with others.	Tactful and courteous to others. Develops strong, effective working relations with others. Talks to others to stop rumors and the sharing of confidential information.	Always tactful and courteous. Develops exemplary working relations with others. Stops rumors and the sharing of confidential information and reports them appropriately.

Comments _____

7. INITIATIVE

Unsatisfactory <input type="checkbox"/>	Marginal <input type="checkbox"/>	Acceptable <input type="checkbox"/>	Commendable <input type="checkbox"/>	Exceptional <input type="checkbox"/>
Never volunteers to undertake work. Requires constant prodding. Exhibits no drive or ambition.	Needs some prodding. Deflects responsibilities. Exhibits very little drive. Does only what is needed to get by.	Will accept responsibilities when necessary but does not go out of way. Routine worker. Makes suggestions.	Seeks new tasks. Works well when given responsibility. Offers constructive suggestions.	Definitely a self-starter. Goes out of way to accept responsibility. Independent and creative problem solver.

Comments _____

8. JUDGMENT/DECISION-MAKING

Unsatisfactory <input type="checkbox"/>	Marginal <input type="checkbox"/>	Acceptable <input type="checkbox"/>	Commendable <input type="checkbox"/>	Exceptional <input type="checkbox"/>
Very poor judgment. Cannot make decisions without help from a supervisor.	Does not use good common sense. Not comfortable with making decisions on their own.	Good judgment and ability to make decisions with appropriate supervision.	Uses good judgment and makes independent decisions.	Can be relied upon to make excellent decisions.

Comments _____

9. APPEARANCE

Unsatisfactory <input type="checkbox"/>	Marginal <input type="checkbox"/>	Acceptable <input type="checkbox"/>	Commendable <input type="checkbox"/>	Exceptional <input type="checkbox"/>
Generally does not follow dress code/expectations. Attire is not fit for the job.	Occasionally appears unkempt. Sometimes wears attire that is not fit for the job.	Appropriately dressed and groomed. Attire matches the needs of the job.	Generally appears neat and clean. Attire is always fit for the job.	Clothing and personal appearance are always impeccable. Attire is always fit and professional for the job.

Comments _____

10. ORGANIZATION/EFFICIENCY

Unsatisfactory <input type="checkbox"/>	Marginal <input type="checkbox"/>	Acceptable <input type="checkbox"/>	Commendable <input type="checkbox"/>	Exceptional <input type="checkbox"/>
Forgets or leaves out tasks or steps within a task. Materials/equipment are rarely prepared in advance of starting a task.	On occasion forgets or leaves out tasks or steps within a task. Materials/equipment are occasionally not prepared in advance of starting a task.	Organizes tasks to complete them within the work day on a regular basis. Has materials/ equipment prepared in advance of carrying out a task.	Always has tasks organized and planned in advance. Materials/equipment are always ready to begin a task.	Highly organized and efficient. Completes above average work and additional tasks within work day.

Comments _____

11. JOB RELATED SKILLS AND ABILITIES

Unsatisfactory <input type="checkbox"/>	Marginal <input type="checkbox"/>	Acceptable <input type="checkbox"/>	Commendable <input type="checkbox"/>	Exceptional <input type="checkbox"/>
Unable to perform required job skills and unable to acquire needed skills.	Requires review of job performance skills and unable to sustain acceptable level.	Performs job skills at acceptable level.	Performance of job is often above average and job review or retraining is not required.	Performance is consistently well above average and new skills are gained without supervisor's request.

Comments _____

12. SAFETY PRACTICES/EQUIPMENT & SUPPLIES

Does Not Meet Standards <input type="checkbox"/>	Meets Standards <input type="checkbox"/>
Demonstrates careless use of equipment, does not follow manufacturer instructions. Improper use and storage of supplies. Requires excessive supervision. Does not have good safety habits.	Always follows safety instructions on equipment and use of supplies. Seldom needs supervision.

Comments _____

13. COMPLIANCE WITH POLICY AND REGULATION

Does Not Meet Standards <input type="checkbox"/>	Meets Standards <input type="checkbox"/>
Lack of knowledge and understanding of policies and regulations. Lack of interest in complying with policies and regulations.	Adequate knowledge of policies and regulations. Occasionally needs reminding of policy. Shows initiative to find policy or regulation.

Comments _____

14. SPECIFIC JOB STRENGTHS: _____

15. AREAS OF DEFICIENCIES AND OR AREAS FOR IMPROVEMENT NEEDED: _____

16. PERFORMANCE GOAL COMMENTS:

Did Employee meet and or make progress on current goals? _____

Performance Goals for next school year: _____

OVER-ALL EVALUATION

Unsatisfactory <input type="checkbox"/>	Marginal <input type="checkbox"/>	Acceptable <input type="checkbox"/>	Commendable <input type="checkbox"/>	Exceptional <input type="checkbox"/>
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RECOMMENDATION

Continued Employment <input type="checkbox"/>	Probation <input type="checkbox"/>	Plan of Assistance <input type="checkbox"/>	Termination <input type="checkbox"/>
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EVALUATED BY:

Signature	Title	Date
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My signature indicates only that I have received a copy of this evaluation, not my agreement or disagreement with the contents. I understand that I may attach added information if I wish.

Employee Signature	Title	Date
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