

Grant County School
Board of Education
820 Arnie Risen Blvd.
Williamstown, Kentucky 41097



GRANT
COUNTY SCHOOLS

23-24 Classified Personnel Evaluation Plan

Signature of District Superintendent _____ Date _____

Signature of Chairperson, _____

ACKNOWLEDGEMENT OF THE CLASSIFIED EVALUATION COMMITTEE MEMBERS

Deputy Superintendent - Jennifer Wright

Assistant Superintendent - Heather Clay

Director of Finance- Brian Linder

HR/Payroll Manager - Amanda Eldridge

HR/Payroll Generalist - Christi Knochelman

HR/Curriculum Administrative Assistant - Peggy Seevers

Director of Operations - Scott Shipp

Director of Transportation - Kevin Wright

Food Service Director - Maggy Livingood

High School Administrator - Larry Butler

Middle School Administrator - Kevin Noll

Elementary Administrator - Scott Spicher

INTRODUCTION

The Grant County School District understands that the fundamental purpose of employee evaluation is to promote professional growth and assess performance. As our committee met and discussed the goals and vision for our evaluation process, several concepts rose to the top. Our committee wanted this process to be transparent, connected to job performance, have feedback, and provide an opportunity to reflect and grow before the final evaluation. This evaluation system does all these things.

The Classified Professional Growth Evaluation Handbook explains the evaluation process, outlines performance standards directly aligned with training efforts, and establishes a plan to continually improve the quality of work.

DEFINITIONS

Self-Assessment: Completed by the employee and given to the supervisor at least 3 days before the face to face evaluation meeting. The self-assessment is designed to allow the employee a chance to reflect on their performance.

Four Domains: Four district expectations which form the basis of supervision and evaluation of the performance of all classified employees. These domains consist of: Work quality/Efficiency, Attendance, Interpersonal Skills, and Job Specific

Components: Defines the specifics in each domain and presents a framework for examining job-related practice.

Levels of Performance: Described as **Meets Expectation, Growth Needed, Does Not Meet Expectation**. These levels indicate the performance of classified employees ranging from those who are striving to master the basics of the job to those who are highly accomplished professionals who are able to share their expertise with colleagues.

Supervisor: The person responsible for the evaluation of employees within his/her department or building.

Evaluation Conference: The conference between the supervisor and the employee to discuss performance based on the domains. The supervisor will provide the employer the date of the face to face evaluation at least 5 work days in advance. The employee should be prepared to share performance progress they believe they have demonstrated. The supervisor will share the performance evaluation.

RESPONSIBILITY FOR IMPLEMENTATION

Employee

Each classified employee will receive, through google, the Classified Employee Performance Evaluation Handbook when hired. It is the responsibility of each employee to read the handbook and address any concerns to their supervisor. Updated handbooks will be sent to all classified employees electronically and posted to the Grant County School District website. All employees are responsible for following and completing the evaluation process as outlined in this Classified Employee Performance Evaluation Handbook specific to their employment status.

Supervisor

The supervisor will complete employee evaluations in accordance with the guidelines specified in the Classified Employee Performance Evaluation Handbook and specific to the employee's employment status.

Supervisors assessing employee performance who are placed in school buildings are encouraged to communicate with building administrators during the course of an evaluation cycle.

Supervisors will keep documentation of all completed evaluations..

Human Resources

All supervisors will be trained annually by HR on proper practices for evaluation of classified employees. This training shall occur in July of each year.

Classified Evaluation System Timeline

<u>Dates</u>	<u>Supervisors</u>	<u>New Hire</u>	<u>Year 1-4 Employee</u>	<u>Year 5 + Employee</u>	<u>Form</u>
June of each year	Training will occur on the Classified Evaluation System				
No later than the first thirty (30) calendar days of reporting for employment for each school year.		New Hire Training: Explanation and Review of Classified Evaluation Process Supervisors: Will meet with all new hires.	Explanation and Review of Classified Evaluation Process with all classified staff.	Explanation and Review of Classified Evaluation Process with all classified staff.	Signature/Date Sheet <div>☰ Review of ...</div>
First 90 Days Of Employment		Round 1 evaluation			Classified Personnel Performance Evaluation Form
September 15 - January 31		If Needed	Round 1 evaluation	Round 1 evaluation Unless Round 2 is needed.	Classified Personnel Performance Evaluation Form
January 1 - May 30		Round 2 (or possibly 3) evaluation	Round 2 evaluation		Classified Personnel Performance Evaluation Form
No earlier than April 1		Summatives are to be completed no earlier than April 1.			
June 1		All final evaluations will be sent to the Human Resources office to be placed in personnel files.			

CLASSIFIED EVALUATION PROCESS

Directions for New Employees

When Hired:

1. The Classified Evaluation Handbook will be provided online.
 - a. New Hires are expected to review the Classified Evaluation Handbook

Training:

No later than the first thirty (30) calendar days of reporting for employment for each school year:

1. Supervisors are responsible for providing a review of the Classified Evaluation Handbook and the Classified Personnel Performance Evaluation form specific to the employees position.
 - a. Signature sheet of training shall be kept by the supervisor.

Timeline for evaluation:

Within the First 90 Days of Employment:

1. Round 1 evaluation
 - a. Supervisor will determine a date for the evaluation and relay that with the employee. The employee shall have at least 5 working days notice of the evaluation date.
 - b. Employee will complete a self-reflection and provide it to their supervisor at least 3 days prior to the face to face discussion.
 - c. Employee will have an opportunity to respond to the evaluation.
 - d. Employee will be provided a copy of the completed evaluation document with signatures and dates included.

September 15 - January 31

1. This evaluation window MAY be used if the supervisor deems it necessary after the initial evaluation.

January 1 - May 31

1. Round 2 evaluation
 - a. Supervisor will determine a date for the evaluation and relay that with the employee. The employee shall have at least 5 working days notice of the evaluation date.
 - b. Employee will complete a self-reflection and provide it to their supervisor at least 3 days prior to the face to face discussion.
 - c. Employee will have an opportunity to respond to the evaluation.
 - d. Employee will be provided a copy of the completed evaluation document with signatures and dates included.
 - e. Final evaluations will include recommendation for next steps. The supervisor will check one of the following three options:
 - i. Re-employ in Current Position
 - ii. Re-assign to:
 - iii. Dismiss/Non-Renew as of:

No earlier than April 1

Summative evaluations shall not be completed any earlier than April 1.

The evaluation appeal form shall be provided to the employee. Evaluation Appeal Form 03.28

June 1

All final evaluations will be sent to the Human Resources office to be placed in personnel files.

Directions for Returning Employees

Training:

No later than the first thirty (30) calendar days of reporting for employment for each school year:

1. Supervisors are responsible for providing a review of the Classified Evaluation Handbook and the Classified Personnel Performance Evaluation form specific to the employees position.
 - b. Signature sheet of training shall be kept by the supervisor.

1-4 Year Employees:

September 15 - January 31

1.Round 1 evaluation

- a. Supervisor will determine a date for the evaluation and relay that with the employee. The employee shall have at least 5 working days notice of the evaluation date.
- b. Employee will complete a self-reflection and provide it to their supervisor at least 3 days prior to the face to face discussion.
- c. Employee will have an opportunity to respond to the evaluation.
- d. Employee will be provided a copy of the completed evaluation document with signatures and dates included.

January 1 - May 30

2. Round 2 evaluation

- a. Supervisor will determine a date for the evaluation and relay that with the employee. The employee shall have at least 5 working days notice of the evaluation date.
- b. Employee will complete a self-reflection and provide it to their supervisor at least 3 days prior to the face to face discussion.
- c. Employee will have an opportunity to respond to the evaluation.
- d. Employee will be provided a copy of the completed evaluation document with signatures and dates included.
- e. Final evaluations will include recommendation for next steps. The supervisor will check one of the following three options:
 - iv. Re-employ in Current Position
 - v. Re-assign to:
 - vi. Dismiss/Non-Renew as of:

No earlier than April 1

Summative evaluations shall not be completed any earlier than April 1.

The evaluation appeal form shall be provided to the employee. Evaluation Appeal

Form 03.28

June 1

All final evaluations will be sent to the Human Resources office to be placed in personnel files.

5+ Year Employees:

Training:

No later than the first thirty (30) calendar days of reporting for employment for each school year:

1. Supervisors are responsible for providing a review of the Classified Evaluation Handbook and the Classified Personnel Performance Evaluation form specific to the employees position.
 - c. Signature sheet of training shall be kept by the supervisor.

All 5+ year employees are required to have one formal evaluation each year. However, multiple evaluations are required if the supervisor deems it necessary.

September 15 - May 31

Round 1 evaluation

- a. Supervisor will determine a date for the evaluation and relay that with the employee. The employee shall have at least 5 working days notice of the evaluation date.
- b. Employee will complete a self-reflection and provide it to their supervisor up to 3 days prior to the face to face discussion.
- c. Employee will have an opportunity to respond to the evaluation.
- d. Employee will be provided a copy of the completed evaluation document with signatures and dates included.
- e. Final evaluations will include recommendation for next steps. The supervisor will check one of the following three options:
 - i. Re-employ in Current Position
 - ii. Re-assign to:
 - iii. Dismiss/Non-Renew as of:

No earlier than April 1

Summative evaluations shall not be completed any earlier than April 1.

The evaluation appeal form shall be provided to the employee. Evaluation Appeal

Form 03.28

June 1

- All final evaluations will be sent to the Human Resources office to be placed in personnel files.

NOTE: All supervisors may choose to add an additional evaluation at any time of the classified employees employment.

LEVELS OF PERFORMANCE

Three levels of performance assist the employee and supervisor in gauging performance progress.

Meets Expectation: Clearly understands the concepts of the standards and consistently demonstrates understanding as evident through their work performance. The terms “regularly” and “is evident” are words that describe an employee's performance at the meets expectation level.

Growth Needed: Beginning to develop a basic understanding of the standards. The employee requires close supervision and needs to improve to meet all standards consistently.

Does Not Meet Expectation: Performance is insufficient to meet the standards. Performance is unacceptable at this level.

Classified Personnel Performance Evaluation:

- When an employee has a marking of “Does Not Meet Expectation” in any category
 - Supervisor must be able to provide specific evidence of performance to mark the category
 - Supervisor must contact the human resources department to inform them of the rating
 - Supervisor is required to document a growth plan for the employee
 - Supervisor must conduct another evaluation between 2 and 4 weeks after the evaluation indicating the employee did not meet expectations.

