

Evaluation of Classified Staff

1. The Classified Employee Performance Evaluation Report shall be the basic instrument for all annual evaluations.
2. An initial evaluation report shall be prepared for all new or promoted employees within the first three months of employment. A second evaluation of all new employees will occur within five months or 150 calendar days of the date of hire.
3. Evaluation reports will be completed for all employees once each school year. Additional checkpoints may be used as necessary.
4. 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.
5. The original (white) copy of the report shall be filed in the personnel file in the district office. The supervisor shall retain the pink copy and the employee shall be given the yellow copy.
6. Any probationary employee whose performance is unsatisfactory or needs improvement will be notified by their immediate supervisor that a problem exists and must be solved within the established probationary time frame.
7. Any post-probationary employee whose performance is unsatisfactory or needs improvement will be provided an opportunity 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 Program of Assistance for Improvement (PAI) that identifies the work deficiency, establishes time limits for correcting the deficiency and provides suggestions for improvement.
 - c. Need for a PAI will be reported on the Performance Evaluation Report under #6 Supervisors Recommendations.
 - d. The PAI shall be delivered to the employee at a formal conference and shall be signed by both the immediate supervisor and employee. The employee shall be given prior notice 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 Program of Assistance status,

if, in his/her judgment, positive but less than full improvement has been shown. If the conditions of the PAI are not met during the stated period, the employee may be dismissed.

Instructions for Use of the Performance Evaluation Report Form

General

1. All markings and comments shall be typed or printed in ink. The evaluator(s) shall review the rating with the employee in a private conference. All signatures shall be in ink. The employee shall initial all changes and corrections.
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 first evaluated not later than the end of their third full month of probationary services. A second evaluation is to be completed within the first five months of the probationary period (no more than 150 calendar days of employment). This will permit supervisors and administrators to make a sound and fair decision prior to the end of the probationary period (180 days following date of hire).
4. All non-probationary employees shall be evaluated at least annually.
5. Unscheduled reports may be filed at any time.
6. All performance evaluation reports in an employee's personnel file are subject to review by principals or supervisors whenever the employee is requesting transfer or making application for another position.

Evaluation Factor Scoring Guide

Attached to the Performance Evaluation Report is the Evaluation Factor Scoring Guide. Each factor of an employee's performance will be tied to the district job description and the employee's current job classification. Any factor rated as Unsatisfactory or Needs Improvement must be explained and included as part of the Performance Evaluation Report.

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 evaluation report will be reviewed and future targets/goals shall be identified.

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 evaluation 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.

**SILVER FALLS SCHOOL DISTRICT CLASSIFIED EMPLOYEE
PERFORMANCE EVALUATION REPORT**

Employee _____ Date _____

School/Department _____

Classification Title _____

Employee Status Probationary (180 calendar days from date of hire)
 Permanent

General Instructions: This evaluation is based on the employee's job duties and responsibilities and the District's standards for the work performed. Use reverse side or additional pages as needed.

- 1. In what area(s) has the employee shown development and growth?
- 2. In what specific area(s) does the employee need to demonstrate additional development and growth?
- 3. Participation in classes, conferences, or workshops.
- 4. Explain each factor rated as Unsatisfactory or Needs Improvement on the Factor Scoring Guide.
- 5. Supervisor's overall evaluation of employee's performance:
 Unsatisfactory
 Needs Improvement
 Meets Standards
 Exceptional Performance
- 6. Supervisor's Recommendation:
 Continuation of Employment
 Place employee on a Program of Improvement
 Termination of Employment
 Other
- 7. Employee's response, if desired. Use additional pages as needed.

This is to certify that this evaluation report has been discussed with me as an employee. I understand my signature does not necessarily indicate agreement with the contents or conclusions found in this report.

Employee Signature Date

Supervisor Signature Date

11/06 White - Personnel File Yellow - Employee Pink - Supervisor

SILVER FALLS SCHOOL DISTRICT CLASSIFIED EVALUATION FACTOR SCORING GUIDE

Each factor rated as *Unsatisfactory* or *Needs Improvement* must be explained on Evaluation Report Form. **Quantity of Work**

<p>Quantity of Work Quantity of work accomplished and consistency of output. Consider the quantity of work produced under normal circumstances. (Don't consider quality of work.)</p>	<p><input type="checkbox"/> Unsatisfactory Quantity of work is unsatisfactory. Quantity is insufficient to contribute to the efficient achievement of operational goals/objectives. Slow and/or produces low quantity of work.</p>	<p><input type="checkbox"/> Needs Improvement Quantity of work needs improvement. Quantity does not meet standards on a consistent basis. Sometimes slow or produces low quantity of work.</p>	<p><input type="checkbox"/> Meets Standard Quantity of work produced meets standards expected of a well-trained employee in this classification. Normally produces expected quantity of work within expected timeline.</p>	<p><input type="checkbox"/> Exceptional Performance Quantity of work produced exceeds standards expected of a well-trained employee in this classification. Consistently produces more than the expected quantity of work.</p>
<p>Quality of Work Degree of accuracy and effectiveness. Thoroughness, orderliness, neatness, and clarity of work should be considered. (Don't consider quantity of work.)</p>	<p><input type="checkbox"/> Unsatisfactory Quality of work is unsatisfactory. Frequently work is inaccurate and/or produced/presented in an unusable satisfactory manner. Work frequently needs to be redone/revised.</p>	<p><input type="checkbox"/> Needs Improvement Quality of work needs improvement. Quality does not meet standards on a consistent basis. Work sometimes needs to be redone/revised.</p>	<p><input type="checkbox"/> Meets Standard Quality of work produced meets standards expected of a well-trained employee in this classification. Work seldom needs to be redone/revised. Work is normally thorough/orderly manner.</p>	<p><input type="checkbox"/> Exceptional Performance Quality of work produced exceeds standards expected of a well-trained employee in this classification. Consistently produces more than the expected quality of work.</p>
<p>Knowledge of Work and Job Skill Level Knowledge of job duties and responsibilities of assigned position including operation and care of equipment. Ability to apply knowledge to various work situations.</p>	<p><input type="checkbox"/> Unsatisfactory Knowledge of work/job skill level is unsatisfactory. Insufficient knowledge of job duties and responsibilities. Insufficient job skills to properly perform work. Frequently needs help and/or detailed explanation of work to be done.</p>	<p><input type="checkbox"/> Needs Improvement Knowledge of work/job skill level needs improvement. Employee sometimes needs help and/or explanation of work to be done.</p>	<p><input type="checkbox"/> Meets Standard Knowledge of work/job skill level meets standards expected of a well-trained employee in this classification. Seldom needs explanation of work to be done or assistance.</p>	<p><input type="checkbox"/> Exceptional Performance Knowledge of work/job skill level exceeds standards expected of a well-trained employee in this classification. Has knowledge and skills beyond those necessary to satisfactorily perform assigned duties and responsibilities.</p>
<p>Ability to Learn and Adaptability Ability to absorb and utilize facts and skills in work situations. Adapts to changes in job duties and responsibilities, methods, and procedures.</p>	<p><input type="checkbox"/> Unsatisfactory Ability to learn and adaptability are unsatisfactory. Has difficulty or is slow in learning needed facts and skills. Requires repeated instructions. Resists or does not readily adapt to change.</p>	<p><input type="checkbox"/> Needs Improvement Ability to learn and adaptability need improvement. Sometimes has difficulty in learning needed facts and skills. Has difficulty adapting to change.</p>	<p><input type="checkbox"/> Meets Standard Ability to learn and adaptability meet standards expected of an employee satisfactorily performing in this classification. Learns and adapts to change with little or no difficulty.</p>	<p><input type="checkbox"/> Exceptional Performance Ability to learn and adaptability exceed standards expected of an employee satisfactorily performing in this classification. Learns with exceptional speed and little assistance. Readily adapts to change.</p>

11/06

White - Personnel File

Yellow - Employee

Pink - Supervisor

Evaluation of Classified Staff - GDN-AR

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**SILVER FALLS SCHOOL DISTRICT
CLASSIFIED EVALUATION FACTOR SCORING GUIDE**

Each factor rated as *Unsatisfactory* or *Needs Improvement* must be explained on Evaluation Report Form. **Quantity of Work**

<p>Decision-Making Ability to make sound decisions under normal or unusual circumstances. Ability to analyze and solve problems. Complies with rules.</p>	<p><input type="checkbox"/> Unsatisfactory Decision-making is unsatisfactory. Frequently makes decisions which negatively impact job/operational efficiency. Decisions frequently need to be reviewed. Compliance with rules is unsatisfactory. Poor analytical and problem solving skills.</p>	<p><input type="checkbox"/> Needs Improvement Decision-making needs improvement. Sometimes decisions are made that create negative impacts on job/operational efficiency. Analytical and problem solving skills are weak.</p>	<p><input type="checkbox"/> Meets Standard Decision-making meets standards expected of a well-trained employee in this classification. Makes sound decisions even under unusual circumstances. Decisions seldom need reviewing. Good analytical and problem solving skills. Complies with rules.</p>	<p><input type="checkbox"/> Exceptional Performance Decision-making exceeds standards expected of a well-trained employee in this classification. Displays exceptional analytical and problem solving skills, which frequently leads to improvements in methods and procedures.</p>
<p>Dependability Consider the degree to which the employee can be depended on to perform the duties in desired manner and completes assignments on schedule. Is regular in attendance and punctual.</p>	<p><input type="checkbox"/> Unsatisfactory Dependability is unsatisfactory. Duties are not performed in the desired manner. Assignments not completed on schedule. Attendance irregular. Is frequently late.</p>	<p><input type="checkbox"/> Needs Improvement Dependability needs improvement. Duties are not always performed in the desired manner. Assignments are sometimes late and attendance needs improvement.</p>	<p><input type="checkbox"/> Meets Standard Dependability meets standards expected of a well-trained employee in this classification. Good attendance. Is punctual. Performs duties in desired manner and completes assignments on schedule.</p>	<p><input type="checkbox"/> Exceptional Performance Dependability exceeds standards expected of a well-trained employee in this classification. Excellent attendance. Goes beyond what is expected. Performs duties in desired manner and completes assignments ahead of schedule.</p>
<p>Relationships with Others/ Accepts Supervision Consider teamwork, cooperativeness, tact, courtesy and ability to work with and assist others without friction. Responds to supervision in a positive and constructive manner</p>	<p><input type="checkbox"/> Unsatisfactory Relationship with others is unsatisfactory. Does not maintain effective and/or cooperative work relationship with others. Difficult to work with. Is not an effective team member. Has difficulty accepting supervision.</p>	<p><input type="checkbox"/> Needs Improvement Relationship with others needs improvement. Has difficulty maintaining an effective and/or cooperative work relationship with others. Needs to improve teamwork skills and accept constructive criticism.</p>	<p><input type="checkbox"/> Meets Standard Relationship with others and acceptance of supervision meet the standards expected of an employee satisfactorily performing in this classification. Works well with others. Is cooperative and willingly accepts supervision. Is an effective team member.</p>	<p><input type="checkbox"/> Exceptional Performance Relationship with others and acceptance of supervision exceed standards expected of an employee satisfactorily performing in this classification. Sets example. Effectively influences cooperativeness and teamwork. Inspires good work relationships.</p>

**SILVER FALLS SCHOOL DISTRICT
CLASSIFIED EVALUATION FACTOR SCORING GUIDE**

Each factor rated as *Unsatisfactory* or *Needs Improvement* must be explained on Evaluation Report Form. **Quantity of Work**

<p>Initiative Aware of work that needs to be done and proceeds without being instructed. Requests additional tasks when assigned work is completed.</p>	<p><input type="checkbox"/> Unsatisfactory Initiative is unsatisfactory. Stretches work assignment(s) and/or unrelated tasks to fill workday rather than seek additional tasks. Needs close supervision or prodding.</p>	<p><input type="checkbox"/> Needs Improvement Initiative needs improvement. Sometimes performs unrelated tasks, which are not specifically assigned, prior to doing assigned tasks. Close supervision or prodding is sometimes needed.</p>	<p><input type="checkbox"/> Meets Standard Initiative meets standards expected of an employee satisfactorily performing in this classification. Does additional work or seeks other tasks when assigned work is completed.</p>	<p><input type="checkbox"/> Exceptional Performance Initiative exceeds standards expected of an employee satisfactorily performing in this classification. Virtually self-supervising. Without instructions, performs other tasks when assigned work is completed.</p>
<p>Initiative Aware of work that needs to be done and proceeds without being instructed. Requests additional tasks when assigned work is completed.</p>	<p><input type="checkbox"/> Unsatisfactory Safety/health practices are unsatisfactory. Performs work in a manner that endangers health and safety of others. Does not comply with safety/health rules. Does not use appropriate protective equipment.</p>	<p><input type="checkbox"/> Needs Improvement Safety/health practices need improvement. Work is sometimes performed in a manner that endangers the health and safety of others. Needs to use appropriate protective equipment consistently.</p>	<p><input type="checkbox"/> Meets Standard Safety/health practices meet standards expected of a well-trained employee in this classification. Adheres to safety/health work methods, practices, and procedures. Complies with safety/health rules and uses appropriate equipment.</p>	<p><input type="checkbox"/> Exceptional Performance Safety/health practices exceed standards expected of a well-trained employee in this classification. Adheres to safety/health work methods, practices, and procedures. Complies, but also anticipates safety/health rules and uses appropriate equipment.</p>
<p>Initiative Aware of work that needs to be done and proceeds without being instructed. Requests additional tasks when assigned work is completed.</p>	<p><input type="checkbox"/> Unsatisfactory Planning/organization/work coordination is unsatisfactory. Work plans and organization frequently result in inefficient/ineffective achievement of desired goals/objectives.</p>	<p><input type="checkbox"/> Needs Improvement Planning/organization/work coordination needs improvement. Work plans and organization sometimes result in inefficient/ineffective achievement of desired goals/objectives.</p>	<p><input type="checkbox"/> Meets Standard Planning/organizing/work coordination meets standards expected of a well-trained employee in this classification. Plans and organizes work in a manner that normally results in satisfactory achievement of desired goals/objectives.</p>	<p><input type="checkbox"/> Exceptional Performance Planning/organization/work coordination exceeds standards expected of a well-trained employee in this classification. Plans and organizes work in a manner that goals/objectives are efficiently and effectively achieved using a minimum number of employees.</p>