

HUMAN RESOURCES

Classified Performance Evaluation Instructions & Guide

(Employee Evaluation Reports A and B)

I. FREQUENCY OF EVALUATIONS

A. Permanent Employees

Permanent employees are evaluated annually and at such other times as may be deemed necessary by the immediate supervisor. A need to administer evaluations more frequently than once a year should be discussed with the director of human resources/EEO.

Annual evaluations are generated from human resources for the classified employee based on the hire date into the current position they hold.

B. Probationary Employees

New probationary employees are evaluated three times during the initial probationary period--during the third, sixth, and ninth months by the immediate supervisor. Evaluations are generated from human resources with a two-week completion date.

If a probationary employee's overall rating is less than "meets standards," immediately contact the director of human resources/EEO.

C. Permanent Employees who are Promoted

Employees who have been employed by the district for one year or more and who are promoted shall serve a probationary period of six (6) months in the new position. There will be an evaluation, once during the fifth month. Evaluations are generated from human resources with a two-week completion date.

If the overall evaluation is less than "meets standards," contact the director, human resources/EEO. The promoted employee may have reversion rights to his/her former or equivalent position.

II. EVALUATION PROCEDURES

- A. The immediate supervisor shall prepare the performance evaluation and discuss the evaluation with the employee face to face. No evaluation of any employee can be placed in the personnel file without the opportunity for discussion between the employee and the evaluator.
- B. The performance evaluation and copies thereof must be signed by the immediate supervisor and the employee evaluated.
- C. The employee's signature on the evaluation does not necessarily signify concurrence with the evaluation. An employee not in agreement with the evaluation shall have the right to respond to such evaluation, in writing, within ten (10) working days from the date the employee received the evaluation from the immediate supervisor. A written response, if any, is prepared on the employee's time and not during regular work hours.
- D. The evaluation must be based upon observation and/or investigation of the evaluator.
- E. Any negative evaluation must include specific recommendations for improvements and provisions for assisting the employee in implementing any recommendations made. A negative evaluation will not be held sufficient unless it also includes definite identifiable criteria based on quality or quantity of work or specific performances supported by some kind of record (attendance record, complaints, example of work, memos, dates, times, places, previous evaluations, office/desk procedures, policies, etc.).
- F. No evaluation of any employee shall contain statements which could be construed as, or based on, personal opinion regarding appearance or personality traits unless the employee has previously been counseled regarding his/her personality traits or appearance and has had the opportunity to correct such items. The immediate supervisor must be able to document the previous counseling.
- G. The original copy of the evaluation shall be sent to human resources for filing in the employee's file. A signed copy of the evaluation shall be given to the employee and the supervisor shall keep a copy.

Any employee rebuttal shall be attached to the original copy to be sent to human resources.

III. DEFINITION OF RATING STANDARDS:

- A. Exceeds Standards: Employee is performing all job duties of the positions job description in a highly satisfactory manner. All critical performance factors are consistently exceeded.
- B. Meets Standards: Employee is performing all job duties of job description in a satisfactory manner.
- C. Improvement Needed: Employee is performing all job duties in a less than satisfactory manner and an improvement plan is needed.
- D. Unsatisfactory: Employee is not performing all job duties of their job description or is performing some or all of the duties in a unsatisfactory manner.

IV. PERFORMANCE FACTOR DEFINITIONS

A. Employee Evaluation Report A (All staff except custodian and groundskeeper)

Employee performance evaluation factors are defined below and are guidelines for the supervisor in preparing the evaluation report. Each factor should be considered in relation to the individual employee's duties and responsibilities. Do not assume that all factors are of equal importance. Each factor's degree of importance will vary according to the requirements of each employee's job. For example "Effectiveness Under Stress" or "Student Contacts" may be of crucial importance in one position and relatively insignificant in another.

NOTE: On the evaluation form, two columns have been blocked out for factors numbered 1 through 5. These factors apply to all employees, but it is difficult to distinguish between "meets standards" or "exceeds standards." Therefore, your choice is limited to "meets standards," "improvement needed," or "unsatisfactory."

1. Punctuality: Refers to punctuality in reporting to or leaving a duty station in accordance with the prescribed schedule of working hours, breaks, and/or leaves of absence.
2. Attendance: Reflects absences from duty for any reason.
3. Personal Appearance: Acceptable type of dress and standard of good grooming are necessary for every position.
4. Compliance with Job Rules: Does the employee consistently comply with rules and regulations applicable to his/her job? Rules may cover such areas as confidentiality of information, equipment to use, how material should be filed, etc.
5. Safety Practices: All employees, even those who do not work under physically hazardous circumstances, must comply with reasonable safety practices. These practices may reflect specific supervisory directives, or simply forethought for potentially dangerous conditions and the use of good common sense.
6. Public and Student Contacts: Refers to all public contact made through personal or telephone conversation, correspondence, and day-to-day appearances before the public and students. In the case of a college secretary or campus police officer, it may be a highly critical factor; while in the case of a custodian, it may have relatively little weight.
7. Employee Contacts: Refers to daily interaction with co-workers and employee's team building and teamwork skill level.

8. Job Knowledge: Demonstrates an understanding of pertinent district policies, regulations, and procedures relating to the employee's assignment. Is the employee keeping up to date with changed policies and procedures and with technological advances in his/her occupational field?
9. Exercise of Judgment: Each employee makes decisions, the number depending upon the degree of responsibility assigned to the employee's position. Does the employee use good judgment in performing his/her job duties on a consistent basis? Does the employee exercise good judgment in prioritizing daily/weekly work assignments?
10. Planning and Organizing: Refers to the manner and method in which an employee approaches the assigned duties and how successful the employee is in planning and organizing to achieve desired results. Does the employee take time to plan the sequence of steps required in carrying out tasks? Does lack of planning create a low level of production or poor quality or work?
11. Job Skill Level: This factor relates particularly to the mental and/or manual skills required in a given position. A craftsman's basic skills are readily identified, while many office occupations include job skills that are relatively obscure. Does the employee consistently demonstrate, at a proper level, the skills prerequisite to entry in the job class? Has the employee made efforts to improve his/her basic skill levels? Has the employee taken advantage of in-service training opportunities?
12. Quality of Work Produced: The degree of satisfaction the work performed over the entire rating period is measured here. Is the employee's work neat, accurate, thorough, and acceptable? Do errors in the employee's work affect the efforts of others? Does poor work reflect adversely upon the school, department, or district?
13. Quantity of Work Produced: Is there a measurable amount of work required to be performed to meet job description specification?
14. Promptness in Completing Work: Did the employee establish reasonable work assignments? When employee could not meet deadlines, did the employee give advance notice
15. Acceptance of Responsibility: Refers to the degree of willingness an employee exhibits when given responsibility and the manner in which the responsibility is carried out. Does the employee consistently act in a responsible manner?
16. Accepts Direction: The word "direction" as used here is synonymous with such words as supervision, training, and instruction. Does the employee accept direction by completing projects to the best of his/her ability.

17. Accepts Change: Use this factor to evaluate the traits of adaptability and flexibility. Does the employee accept change willingly? Does the employee adapt satisfactorily to new work surroundings, new equipment, new procedures, new supervisors?
18. Stability under Pressure: Is the employee capable of meeting rapidly changing deadlines? Can the employee produce an acceptable volume and maintain quality of work in an emergency? Is the employee's work generally organized well enough to meet unforeseen contingencies?
19. Appearance of Workstation: Evaluate the neatness and efficient arrangement of work areas. Does the organization of the employee's workstation affect the quality of work conducted there?
20. Operation and Care of Equipment: This reflects the employee's concern for safe, responsible, and reasonable operation or use of equipment. Does the employee request appropriate maintenance and repair of equipment when necessary?
21. Work Coordination: Characteristics of this factor include pre-planning, timing, and a consistent demonstration of good judgment skills in situations where work coordination is applicable.

B. Employee Evaluation Report B (Groundskeeper or Custodian)

The evaluator is to check the level of performance that best describes the work being performed by the employee for each of the areas listed. The definitions of each of these areas are listed below and must be carefully read before completing the evaluation form.

1. Ability to Follow Oral and Written Instructions: This job requires the employee to listen to or read instructions that may vary from simple to complex in nature. They must follow the instructions to whatever degree necessary to accomplish their intent and purpose.
2. Ability to Work with a Minimum of Supervision: Does the employee follow directions and make sound decisions concerning their work. They start work on an assignment without waiting to be told and check their work as they go. They will ask questions for clarification when necessary.
3. Motivation (Willingness to do daily requirements of the job): Does the employee take initiative, do what is necessary without being told, share knowledge and try to improve quality of work?
4. Ability to Establish and Maintain Effective Working Relationships with Others: Does the employee initiate and maintain effective working relationships and communicate well with persons contacted in the course of their work?
5. Ability to be Flexible Despite a Heavy Work Load and Frequent Duty

Changes: Does the employee readily adapt to new procedures and situations handle situations smoothly and adapt gracefully to changing work sites?

6. Ability to Work Safely: Is work history accident free? Does the employee report unsafe conditions and follow safety regulations.
7. Ability to Utilize Methods, Equipment, Materials and Practices Required in the Position: This job requires employees to operate the power equipment common to the position and to use some special equipment as well as maintain the ability to safely inspect and make minor repairs to tools and equipment in the field.
8. Ability to Perform Moderate to Heavy Physical Exertion: Does the employee expend moderate to heavy effort for periods of time working alone as when loading or unloading vehicles, transporting equipment, operating or repairing machines and tools or using a rake, hoe and saw, or lifting, moving and carrying objects for sustained periods of time?
9. Ability to be Reliable and Dependable: Does the employee possess a strong sense of responsibility? Is the employee's work performance reliable, consistent, and sustainable?

EVALUATION FORMS A & B



EMPLOYEE EVALUATION REPORT A

Human Resources

NAME: _____ DATE DUE: _____

JOB TITLE: _____ JOB LOCATION: _____

REASON FOR EVALUATION

RATING PERIOD

Probationary 1st(3 mth) 2nd (6 mth) 3rd (9 mth) Special Annual From: «From» To: «To2»

SECTION A: Factor Check List

		Does Not Apply	Exceeds Standards	Meets Standards	Improvement Needed	Unsatisfactory	Employee's supervisor should check each item in the appropriate column. Report must be completed in ink. Any changes in the report must be initialed by both the employee and the supervisor.					Does Not Apply	Exceeds Standards	Meets Standards	Improvement Needed	Unsatisfactory				
1.	Punctuality						12.	Quality of work produced												
2.	Attendance						13.	Quantity of work produced												
3.	Personal appearance						14.	Promptness in completing work												
4.	Compliance with job rules						15.	Acceptance of responsibility												
5.	Safety practices						16.	Accepts direction												
6.	Public & student contacts						17.	Accepts change												
7.	Employee contacts						18.	Stability under pressure												
8.	Job knowledge						19.	Appearance of work station												
9.	Exercise of judgment						20.	Operation and care of equipment												
10.	Planning and organizing						21.	Work coordination												
11.	Job skill level						22.	Staff Development Activities(list activities here):												

SECTION B: Job Strengths/Superior Performance (use attachment as necessary)

SECTION C: Progress Achieved Attaining Goals (use attachment as necessary)

SECTION D: Goals to be Undertaken (use attachment as necessary)

SECTION E: Specific Staff Development Goals for Next Evaluation Period (use attachment as necessary)

SECTION F: Deficiencies to Correct (use attachment as necessary)

OVERALL SUMMARY

Check appropriate box which must be consistent with the Factor Checklist

Exceeds Standards Meets Standards Improvement Needed Unsatisfactory

SUPERVISOR'S SIGNATURE:	DATE:	REVIEWER'S SIGNATURE:	DATE:
Print Name:		Print Name:	

EMPLOYEE'S SIGNATURE & COMMENTS: (use attachment as necessary)

I certify this report has been discussed with me. I understand my signature does not necessarily indicate agreement.

SIGNATURE:

DATE:



**EMPLOYEE EVALUATION REPORT B
GROUNDSKEEPER/CUSTODIAN**

NAME: _____ DATE DUE: _____

JOB TITLE: _____ JOB LOCATION: _____

REASON FOR EVALUATION

RATING PERIOD

Probationary 1st (3 mth) 2nd (6 mth) 3rd (9th mth) Special Annual

From: _____ To: _____

SECTION A: Factor Checklist

Employee's supervisor should check each item in the appropriate column. Report must be completed in ink. Both the employee and the supervisor must initial any changes in the report.

		Does Not apply	Exceeds Standards	Meets Standards	Improvement Needed	Unsatisfactory
1.	Ability to follow oral and written instruction					
2.	Ability to work with a minimum of supervision					
3.	Motivation (Willingness to do daily requirements of the job)					
4.	Ability to establish and maintain effective working relationships with others					
5.	Ability to be flexible despite a heavy work load and frequent duty changes					
6.	Ability to work safely					
7.	Ability to utilize methods, equipment, materials and practices required in the position					
8.	Ability to perform moderate to heavy physical exertion					
9.	Ability to be reliable and dependable					
10.	Staff Development Activities (list activities below):					

SECTION B: Job Strengths/Superior Performance (use attachment as necessary)

SECTION C: Progress Achieved Attaining Goals (use attachment as necessary)

SECTION D: Goals to be Undertaken (use attachment as necessary)

SECTION E: Specific Staff Development Goals for Next Evaluation Period (use attachment as necessary)

SECTION F: Deficiencies to Correct (use attachment as necessary)

OVERALL SUMMARY

Check appropriate box, which must be consistent with the Factor Checklist

Exceeds Standards Meets Standards Improvement Needed Unsatisfactory

Supervisor's Signature: _____	Reviewer's Signature: _____
Date: _____	Date: _____
Print Name: _____	Print Name: _____

Employee's Signature & Comments: (use attachment as necessary)

I certify this report has been discussed with me. I understand my signature does not necessarily indicate agreement.

Signature: _____

Date: _____