

ARTICLE VI: EMPLOYEE PERFORMANCE EVALUATION

V.1 PERFORMANCE EVALUATION RESPONSIBILITY

Performance evaluation is the responsibility of the appropriate supervisory/administration personnel. Prior to participating in an employee performance evaluation all personnel shall be trained in the process. Performance evaluation shall be conducted fairly and objectively to accurately reflect the job performance of employees and to provide appropriate assistance where needed.

V.2 PERFORMANCE EVALUATION – GUIDING PRINCIPLES

- A. Performance Evaluation shall be based on job performance and expectations which are known to the employee in advance, in writing.
- B. Evaluation shall be based on observation and employee performance for evaluation purposes. No clandestine or electronic devices may be used in observation for evaluation purposes. It shall be conducted openly and with full prior knowledge of the employee. All observation for evaluation shall be conducted at the employee's normal work location.
- C. Performance evaluation for members of this bargaining unit shall be conducted throughout the work year and finalized annually consistent with the provisions of this article.
- D. A copy of any observation document and/or evaluation instrument shall be provided to the employee.
- E. Each employee shall be given his/her assessment results and shall have an opportunity to discuss such results with his/her principal/supervisor prior to May 15, providing the employee was employed prior to January 1 of the year in question. After such review, the employee and the principal/supervisor shall both sign the assessment and each will retain a copy of the signed assessment. A signed copy of the assessment shall be placed in the employee's personnel file. The employee's signature indicates that he/she understands the assessment criteria and has had an opportunity to review his/her completed assessment with the principal/supervisor;

it does not signify agreement. Employees have the right to attach comments in writing to the assessment instrument. These comments will be placed in the employee's personnel file along with the assessment report.

- F. No employee shall receive adverse comments from the manager/administrator and/or principal/supervisor in the presence of students, parents or staff members regarding performance evaluation. All comments regarding an employee's professional performance shall be communicated directly to the employee.