

Millwood Public Schools 6724 Martin L. King Oklahoma City, OK 73111	Regulations: G-09-R1 Effective: 3/6/89
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EVALUATION OF CLASSIFIED EMPLOYEES

Millwood Public Schools maintain that the purpose of evaluation is to assist employees in developing to the maximum of their potential. This is accomplished through an evaluation process that:

- a. Establishes standards of performance;
- b. Utilizes the position description in the evaluation process;
- c. Reinforces strengths and identifies area for improvements;
- d. Provides for a plan for improvement when needed; and
- e. Encourages self improvement.

The following evaluation program for classified personnel promotes communication between the employee and the supervisor, allows for clarification of expectations and fosters an atmosphere where the individual can develop professionally.

Timelines

Ten month employees and employees assigned to schools will be evaluated prior to the end of school.

Twelve month employees will be evaluated before June 30 of each year of their employment.

Probationary employees will be evaluated during the 90 day probationary period. All evaluations will be reviewed by the next higher supervisor and sent to the staff development and training department for filing in individual personnel folders.

Rating

All employees will be rated on district forms. When rating an employee, the duties, tasks and responsibilities as stated in the position description, as well as the indicators for the Standards of Performance, must be used as the frame of reference.

Employees receiving ratings of "H" must have supportive comments noted on the summary evaluation forms documenting the superior rating. When employees receive an "I" or "U" on the appraisal, a Plan for Improvement form must be developed. Employees who fail to improve and receive ratings of "U" must have supportive materials attached to the summary evaluation documenting the reasons for the unsatisfactory performance rating.

The first 90 calendar days of initial employment or transfer shall be considered probationary period in which the immediate supervisor shall have the opportunity to evaluate the employee's ability to perform the functions required of the position. Within the first 30 days the employee will have an initial evaluation conference, using form. Employees needing improvement will develop a Plan for Improvement form with their supervisors. Probationary employees will be given a minimum of thirty days to show improvement for skill related areas.

Timelines for other areas needing improvement or for extending the probationary period will be established at the discretion of the administrator/supervisor/department head. All probationary employees will be evaluated at the end of the 90 day period.

All regular employees must be evaluated at least annually. If the evaluator identifies areas needing improvement, the employee will develop a Plan for Improvement form with his/her supervisor.

Employees have from 30 days minimum to 90 days maximum to show improvement in skill related areas. Timelines for other areas needing improvement will be established at the discretion of the administrator/supervisor/department head. The rating scale assumes that every individual can improve in performance. A four point scale is used in the rating process:

H - High level of performance

S - Satisfactory level of performance

I - Improvement required

U - Unsatisfactory performance

While "NA" is not listed, it is assumed the evaluator will recognize that not all standards may be applicable to all jobs or all individuals and will adjust the rating accordingly.

Review Procedure

To insure accountability and equatability of the evaluation process, employees receiving either "H" or "U" ratings will have their evaluations reviewed by the level supervisor, or that supervisor's designee, providing the designee is not the evaluator.