

ARTICLE 8 - EMPLOYEE EVALUATION

50
51 The performance of all employees shall be evaluated according to procedures developed by the
52 Employer or its agents. Such procedures shall be limited by the provisions of Section A. Upon the
53 observation of significant deficiencies in work performance, the provisions of Section B or C, whichever
2 is applicable, shall be followed in addition to those in Section A. Any evaluation used 1 as a basis for
adverse action shall be conducted according to Section B or C in addition to Section A.

3 4 Section A General Evaluation Procedure

5
6 1. All monitoring or observation of work performance of an employee shall be conducted openly and
7 with full knowledge of the employee.

8
9 2. All evaluations shall be in writing. If evaluation forms not requiring narrative style are used they
10 shall be jointly designed by the Parties.

11
12 3. Observation by the evaluator shall be required prior to the evaluation of an employee's classroom
13 work performance.

14
15 4. Evaluations shall acknowledge the strengths of employees, as well as deficiencies, and shall
16 note all data used to support the conclusions made by the evaluator. The evaluator shall make a
17 fair and objective effort to determine whether deficiencies have been corrected.

18
19 5. Employees shall be evaluated only by appropriate administrators with rating authority in
20 compliance with state law and regulation.

21
22 6. The evaluator shall take into consideration and note in writing any circumstances that may
23 adversely affect an employee's performance.

24
25 7. Student test scores may be used to evaluate achievement and progress of students and the
26 district's instructional program; however, these scores shall not be used in any way to evaluate
27 the work performance of employees unless they agree voluntarily.

28
29 8. A conference shall be held between the evaluator and the employee after the written evaluation
30 is received by the employee.

31
32 9. The employee shall be notified in advance of the time and date of one (1) observation for
33 evaluative purposes.

34
35 10. Evaluations must be completed by no later than April 15 and submitted to the employees by no
36 later than May 1 except for those employees who have been identified as having significant
37 deficiencies in which case the provisions in Section B of this article will apply.

38 11. The performance of all itinerant/traveling employees shall be evaluated by each principal.

39
40 12. An Advisory Committee, including employees nominated by the Association shall be established
41 annually for the purpose of reviewing and recommending modifications, if any, to the evaluation
42 plan.

43
44 13. Tenured employees will be evaluated at least every three years. Non-tenured employees will be
45 evaluated yearly. Employees on deficiency may be evaluated within the year of the deficiency.

46 47 Section B When significant deficiencies in work performance have been observed:

48
49 1. They shall be noted in writing and discussed with the employee in a conference.

50
51 2. The evaluator shall observe the employee's work performance a minimum of four (4) 30-minute

52 periods within a twelve-week period (60 worked days) beginning with notification. For the
53 employee not assigned to a classroom, the evaluator must observe the work performance of the
1 employee for four (4) 30-minute periods when the employee is fulfilling the employee's job
2 responsibilities.

3
4 . Each observation shall be followed by an evaluator/evaluatee conference within the first five (5)
5 days the employee is at work following the observation.

6
7 4. The evaluator shall identify professional staff services and/or materials which the employee may
8 use to help correct the identified deficiencies. There shall be identified at least one (1)
9 professional staff person who will not evaluate the employee.

10
11 5. The evaluator shall summarize the observations and conferences in writing and provide a copy to
12 the employee.

13 14 Section C Exception

15
16 When a significant deficiency in work performance is recurring but does not lend itself to 30-minute
17 observations, the evaluator shall note the deficiency in writing and hold a conference with the employee
18 to discuss the deficiency, identify professional staff services and/or materials and to establish a specific
19 timeline of no more than forty-five (45) worked days for correcting the deficiency. Periodic conferences
20 shall take place within the specified time to assess progress towards correcting the deficiency. At the
21 end of the specified timeline, the evaluator shall write a summary of the conferences and provide a copy
22 to the employee.

23
24 Section D KTIP interns will be provided release time to observe other employees if recommended by
25 their KTIP committee.