



EDMONDS SCHOOL DISTRICT NO. 15
Human Resources Division

September 2007	CLASSIFIED EMPLOYEE EVALUATION PROCEDURES	V-A
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TIME LINES

An annual evaluation is to be completed on each employee (ref. Board Policy 6400) and shared with the employee prior to the end of the employee's scheduled work year. Individual collective bargaining agreements have specific provisions regarding employee evaluation and should be consulted as appropriate. The Human Resources office will disseminate specific timelines for evaluations each spring.

CUSTODIANS

- A. Regular custodians are evaluated annually on a custodial evaluation form HR-144. "Needs Improvement" and "Unsatisfactory" ratings require that the evaluator provide narrative remarks explaining the rating. Custodians may request a second evaluation conference with their supervisor. This conference is mediated by a Human Resources administrator. (ref. Article XVI Custodial CBA)
- B. New custodians serve a 90-day probationary period (ref. Article VII.A Custodial CBA). An HR-144 evaluation form must be completed at 30 and 90 days, and at 60 days if problems are apparent during the initial 30-day observation and evaluation period. If a new employee is not performing satisfactorily during the probationary period, the administrator should contact Human Resources about the possibility of terminating the employee.

PROFESSIONAL-TECHNICAL EMPLOYEES

ADMINISTRATIVE ASSISTANTS

OFFICE PERSONNEL

PARAEDUCATORS (Form HR145 Performance Evaluation Form; Form HR145a Self Reporting Form)

- A. Regular employees must be evaluated annually. You may use the standard classified employee evaluation form (HR-143), but you are not required to do so. The standard form uses generic performance dimensions that may not be relevant to particular jobs. You may use alternatives to this form -- narrative assessment, checklists, self-evaluation, etc. -- within the following parameters:
 - 1. Evaluations must be based on job-relevant performance dimensions that are clearly understood both by the employee and the supervisor. An employee should not be surprised at the time of the evaluation with job expectations that were not communicated or understood by him or her earlier.
 - 2. You must provide a written artifact that is signed by you and the employee. There should be copies for you, and the employee – send the original to Human Resources.
 - 3. Narrative assessments should contain specific, factual information based on observation or evidence of the employee's performance.
 - 4. Performance that is below standard should be clearly documented for the employee, with specific examples of how the employee did not meet the performance expectation. This should be followed up with a written plan for improving the performance. If there are serious performance problems, please contact Human Resources about whether or not the employee should be placed

on probation under a specific performance plan.

5. You should have a conference with the employee to discuss the evaluation. If the employee disagrees with the evaluation, you need to provide an opportunity for him or her to attach written comments to the evaluation. These written comments should be forwarded to Human Resources with the evaluation.
 6. Office Personnel employees and Paraeducators should not evaluate other employees in their own bargaining unit, although they can be asked for input.
 7. Pursuant to the collective bargaining agreement between the district and the Paraeducators, employees in that unit must be evaluated no later than 12 working days before the end of their work year. All other employees must be evaluated by the end of their work year.
- B. New employees serve a 90-day probationary period. An evaluation must be completed at 30 and 90 days and at 60 days if problems are apparent during the initial 30-day observation and evaluation period. If a new employee is not performing satisfactorily during the probationary period, the administrator should contact Human Resources about the possibility of terminating the employee.
- C. The probationary period may be extended beyond 90 days in some cases. Contact Human Resources about when and how a new employee's probationary period may be extended.