

Lansing School District

Employee Evaluation Standards Handbook

Through the school employee evaluation process, the District intends to accomplish the following objectives:

1. To assist employees toward an understanding of the District's performance expectations.
2. To help employees develop their skills.
3. To provide feedback to our employees on a regular basis.
4. To provide a method for recognizing exemplary performance.
5. To detect, at the earliest point possible, an employee who is experiencing difficulty, to give formal notice of any performance deficiencies and to supply assistance to enable the employee to overcome such deficiencies.

An effective and meaningful evaluation process requires that all parties are knowledgeable and informed about what to expect. This handbook is designed to provide you with information about the evaluation process and the standards for performance.

Evaluation Process: The District and Union agree that all employees should receive annual feedback regarding the quality of their work by their supervisor.

Staff who are being evaluated will receive a copy of the job description and the evaluation format along with the notice.

In sharing the evaluation result, the supervisor must meet with the employee personally to review the evaluation results. A copy of the final evaluation must be given to the employee who signs the form indicating receipt of the copy. If the employee declines to sign the evaluation, a witness may sign indicating that the employee received a copy of the evaluation. A copy of the evaluation is then placed in the employee's personnel file.

Employees who disagree with the evaluation may file a written attachment explaining or disagreeing with the evaluation within twenty (20) workdays of receipt of the evaluation.

All regular evaluations are to be completed on or before the end of each school year.

Any changes to the form will be mutually agreed to by the District and Union through an issues meeting(s) prior to making any changes.

The employee evaluation system does not affect any other employee rights or any District rights under the contract.

Evaluation Format: The Employee Evaluation Form is used for all AFSCME evaluations. A supervisor may attach additional comment sheets, examples of work projects, attendance data or other documentation to the form for clarification or for examples.

Supervisors are encouraged to provide comments on any area marked “Exceeds District Standards”. Supervisors are required to provide comments for any area marked “Does Not Meet District Standards”.

Optional Performance Improvement Plan: If the supervisor feels that improvement is necessary, the supervisor may develop such an improvement plan. The plan must be reviewed with the employee. We encourage the supervisor to develop the plan with input from the employee prior to the plan being finalized.

Signature: The signature on the form indicates that the employee has: 1) received a copy of the evaluation; and 2) had the opportunity to discuss the contents of the evaluation with the supervisor. A signature does not imply that the employee agrees with the content of the evaluation. A witness may initial receipt if an employee declines to sign the evaluation. The supervisor will send a copy of the evaluation to the Human Resource Office for inclusion in the personnel file.

Disagreements: If an employee does not agree with the contents of the evaluation, the employee may within twenty (20) workdays of receipt of the evaluation: (1) submit an attachment explaining the areas of disagreement and provide additional information which will be attached to all copies of the evaluation and/or (2) the employee may contact the union and request a review at the monthly AFSCME Labor/Management Meeting. If consensus agreement cannot be reached at the Labor/Management Meeting, the employee may file a grievance following the prescribed grievance procedure. This evaluation process is in effect through June 30, 2005.

Performance Area	Explanation of Standard		
	Exceeds Standard	Meets Standard	Doesn't Meet Standard
A (1) Attendance	Has maintained excellent attendance for over a 24-month period of time. (Receives attendance incentives consistently.)	Has maintained good attendance with adequate notification, documentation for illness when required and no conferences regarding attendance.	Shows one or more of the following: excessive absences; a pattern of absences; has received counseling on attendance and/or placement on medical verification as per Article 32 of the Master Agreement.
A (2) Punctuality	Frequently arrives early for duty or for meetings & training sessions.	Arrives on time for duty and/or required meetings or training sessions.	Has arrived late for duty or for required meetings/training sessions without adequate notice and/or reasons. Has received counseling on tardiness.
B (1) Professional Behavior	Usually maintains a professional & helpful attitude. Models appropriate communication/mediation skills at all times.	Has positive interpersonal contacts with adults & students. Maintains a professional & helpful attitude.	May sometimes exhibit an unprofessional attitude. Has received counseling on attitude concerns.
B (2) Appearance	Neat, clean and always in compliance with dress code, excellent personal hygiene.	Neat, clean and always in compliance with dress code, good personal hygiene.	Does not adhere to the dress code, poor personal hygiene.
C Interpersonal Communications with: C (1) Students	Has positive interpersonal contact with students. Usually maintains a professional & helpful attitude. Acts in a way to promote mutual respect.	Has positive interpersonal contacts with students. Maintains a professional & helpful attitude.	May sometimes exhibit an unprofessional attitude. May have received verified complaints regarding actions or responses.
C (2) Building Staff	Assists other building staff through positive interpersonal contact and helpfulness.	Exhibits a positive professional attitude. Maintains a professional & helpful attitude.	May sometimes exhibit a negative or unprofessional attitude. Sometimes does not cooperate with other building members.
C (3) Department Staff	Assists other department staff through positive interpersonal contact and helpfulness.	Exhibits a positive professional attitude. Maintains a professional & helpful attitude.	May sometimes exhibit a negative or unprofessional attitude. Sometimes does not cooperate with other department members.

Performance Area	Explanation of Standard		
	Exceeds Standard	Meets Standard	Doesn't Meet Standard
C (4) Administrators and Supervisors	Assists other staff through positive interpersonal contact and helpfulness. Follows all directives from supervisors willingly.	Exhibits a positive, professional attitude. Follows all directives from supervisors.	May sometimes exhibit a negative or unprofessional attitude. Sometimes does not cooperate.
D (1) Job Knowledge	Understands how job functions relate to building, department, and district operations & objectives. Ability to assist and train others.	Possesses necessary knowledge to perform assigned duties. Demonstrates ability to learn and perform new job functions and procedures.	Does not possess required knowledge to perform duties of assigned position.
D (2) Job Performance	Consistently performs above average work and has ability to work rapidly under pressure without supervision. Proposes change to improve productivity and efficiency.	Has ability to plan/perform all assigned duties as required in a timely, efficient manner with minimal supervision. Adapts well to change. Seeks advice and direction when necessary.	Requires constant supervision. Avoids difficult jobs. Does poor quality work. Assigned tasks are not completed in an efficient timely manner.
D (3) Record Keeping	Reports, forms and other materials are completed accurately and timely without exception. Records and reports are organized and available.	Reports and forms are completed accurately and timely. Records are organized and available.	Sometimes records and forms are inaccurate or incomplete. Records and forms are often late and/or disorganized.
E (1) Professional Growth/ Development	Frequently provides leadership in meetings. Participates fully in training sessions and workshops. Frequently is involved in staff development & other improvement activities. Seeks professional growth beyond what is provided by the department/district.	Attends all required training sessions and meetings and is punctual. Frequently participates in staff training sessions and meetings. Is a positive influence at such sessions.	Does not attend all required meetings and training sessions or is late to such sessions and/or is a negative influence at such sessions.

Performance Area	Explanation of Standard		
	Exceeds Standard	Meets Standard	Doesn't Meet Standard
F (1) State and Federal Laws & Codes	Meets standard and is able to relay knowledge to other employees and/or suggests improvements to effectively meet laws and codes.	Attends training and retains and applies knowledge of laws and codes applicable to job.	Does not attend training or retain knowledge of laws and codes from training opportunities. Does not consistently comply with laws and codes.
F (2) Board and Department Policies & Procedures	Consistently follows all board and department procedures and policies. Makes suggestions as to how procedures can be improved. Assists new staff in learning procedures.	Consistently follows all Board and department procedures and policies.	Does not consistently follow Board and department procedures and policies.