

3358: 14-3-04 Employee performance appraisal.

The board delegates all personnel employments and discharges to the president or designee who will establish and implement a program of performance appraisal.

(A) It is the purpose of the employee performance appraisal to:

- (1) Review and evaluate an employee's job performance as supported and supplemented by ongoing documentation, continuous monitoring, coaching, and providing feedback so that employees may learn if their job performance is meeting expectations and identify strengths and weaknesses;
- (2) Receive recognition for good performance;
- (3) Learn what the employee could do to improve their outcomes by stressing the importance of job performance improvement on the part of employees so that each student may be provided a quality education;
- (4) Ensure the continuous improvement of administrative and supervisory services that are provided employees;
- (5) Establish a process of continuous and systematic employee performance evaluation; and
- (6) Establish a plan for employee development and/or training.

(B) The evaluation program shall aim at the early identification of specific areas in which the employee needs help so that appropriate assistance may be provided. A supervisor offering suggestions for improvement to an employee shall not release the employee from the responsibility to improve. In the case of an employee, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal or non-renewal procedures may be invoked. In such an instance, all relative evaluation documents may be used in the proceedings.

(B) Evaluations shall be conducted for each employee. Employees shall be given a copy of any documents relating to his/her performance, which are to be placed in the personnel file.

- (1) Examples of good documents relating to the evaluation are, position descriptions, the last performance review document, work product files, written observations of job performance, significant job related incidents, certificates, awards and thank-you notes.
- (2) Examples of inappropriate documents for the evaluation are medical records and unsigned observation notes.
- (3) The supervisor conducting the evaluation should be cautious of making subjective judgments' as the review should be based on objective facts that can be documented and consistent with disciplinary or other performance records.
- (4) All evaluations will follow the prescribed guidelines within the applicable collective bargaining agreements.

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

Certification

03/04/2015

Date

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