

Performance Concern Timeline
Highland Park ISD

Below is the timeline for reviewing employee performance concerns with Human Resources. Some of the dates may be modified upon approval and collaboration.

Dates	Action
August – September	Review any employees who are beginning the school year on a growth plan. All growth plans should be submitted to Brenda West in Personnel/HR.
November 4 – 8, 2019	Brenda West will meet with campus administrators to go through all employees to indicate anyone who is not performing up to standard.
November 15, 2019	Growth plans should be in place if there is a possibility of non-renewal. Have all copies of growth plans submitted to Brenda West.
January 6 - 24, 2020	Brenda West will meet with all campus administrators again to go through any employee concerns.
January 27 – 31, 2020	Brenda West will meet with all non-campus administrators and supervisors to review all employees to address any concerns.
February 10 - 14, 2020	Brenda West will meet with Administrators who have employees on growth plans to review the status of their completion.
February 24, 2020	Administrators with contract employees must submit recommendation for contract renewal and/or extensions, in addition to non-renewals.
March 2 – 6, 2020	Administrators and/or Brenda West will visit with any employees whose contracts will not be renewed or extended.
March 24, 2020	All contracts are presented for renewal or extension at the Board meeting.
June 8 – 12, 2020	Administrators with employees who will begin the next school year on a growth plan, will need to schedule a time to meet with Brenda West to go through those growth plans.