An effective performance review process is predicated on a spirit of providing feedback for growth, not on finding evidence of shortcomings. The purpose of this process is to improve performance, not prove incompetence.
## MTSD Support Staff Evaluation Timeline

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timeline</th>
<th>Expectations</th>
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</thead>
<tbody>
<tr>
<td><strong>All Employees:</strong></td>
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<tr>
<td>Initial Conference</td>
<td>By <strong>September 30</strong> or within the first 30 days of employment</td>
<td>Supervisor to meet with the employee or group of employees to review evaluation process and clarify responsibilities of the employee and evaluator. Review job description and job responsibilities.</td>
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<td><strong>New Hire or Employee in a New Position:</strong></td>
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<tr>
<td>First Required Evaluation</td>
<td>After the initial conference and within the first <strong>90</strong> days of employment or within the first <strong>90</strong> days in a new position</td>
<td>Supervisor to conduct formal evaluation. Evaluation form completed and discussed with employee. If the supervisor rates performance as NI or U for any indicator or standard a Performance Improvement Plan (PIP) will be developed by the supervisor. The employee and the supervisor will establish performance goals (use goal form or PIP) to be accomplished prior to the next evaluation.</td>
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<tr>
<td>Performance Goals Established</td>
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<tr>
<td><strong>New Hire or Employee in a New Position:</strong></td>
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<tr>
<td>Second Required Evaluation</td>
<td>By <strong>April 15</strong> or at any time after the first required evaluation has been completed and discussed with the employee.</td>
<td>The supervisor may conduct the second evaluation at any time during the employee work year.</td>
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<td><strong>Annual evaluation of non-probationary employees</strong></td>
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<tr>
<td>Annual evaluation of job performance</td>
<td>On or before <strong>May 15</strong> the annual evaluation process will be concluded</td>
<td>The supervisor may conduct the annual evaluation at any time during the employee work year. If the supervisor rates performance as NI or U for any indicator or standard a Performance Improvement Plan (PIP) will be developed by the supervisor. The employee and the supervisor will collaboratively establish performance goals (use goal form or PIP) to be accomplished prior to the next evaluation. The date for the next evaluation will be included in the PIP.</td>
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**PURPOSE**
The primary purpose of evaluation and supervision of employees is to provide feedback, improve job performance and promote ongoing professional growth. The evaluation will be used to increase job proficiency and for recommending continued employment.

The Support Staff Evaluation and Professional Growth System applies to all support staff employees and uses the term “employee” to refer to all employees filling support staff positions. For the purpose of the Evaluation and Professional Growth System, the appropriate supervisor or administrator will be referred to as the “evaluator.” The System provides a process for addressing inadequate job performance. If the performance of an employee requires improvement, the System provides for specific and reasonable plans to be developed to improve performance.

SUPERVISOR'S RESPONSIBILITY

• Bring concerns about the employee’s conduct, job performance and/or compliance with District policies and procedures to the employee in a timely manner.
• Clarify expectations as it relates to those concerns and within five (5) days of that meeting follow up in writing to the employee detailing the concern and specific performance expectations
• Place a signed copy of the summary in the employee’s file.

Depending on the nature of the concern, the type of conduct or misconduct disciplinary action may be recommended to the superintendent or his/her designee. The employee will be notified that he/she may have representation at this meeting.

PERFORMANCE RATINGS – See Attached Rubric

EVALUATION PROCEDURES

Assessment of employee performance will be based on the evaluator’s knowledge and observation of employee’s performance in accordance with their job description, assigned tasked, and as measured by the quality standards outlined in the performance rubric.

• Initial Conference - The purpose of this conference is to review the evaluation and professional growth process, review the job description, review department goals, job responsibilities and clarify the responsibilities of the employee and evaluator.

• Performance Rubric – Both the employee and evaluator will fill out the performance rubric in advance of the annual conference.

• Annual Evaluation Conference - An evaluation conference will be held with employee and evaluator to discuss all components of the evaluation, including any areas of concern or special attention. If a PIP is in place, it should be thoroughly reviewed for progress. The Evaluation Form (Rubric) may be completed during the conference or must be completed within five (5) working days after the evaluation conference is held.

• Evaluation Form - All performance areas must be rated on the form. The comment section may be used to denote evidence of commendations, recommendations or areas of concern.
o Both the employee and the evaluator will sign the form. The employee’s signature on
the form indicates that the employee has received the evaluation and has had the
opportunity for discussion with the evaluator.
o The employee may add a statement of clarification within ten (10) working days of
receiving a copy of the evaluation.
o The original, signed Evaluation Form, and Performance Improvement Plan (PIP) if
issued, plus any additional documentation used in the evaluation, will be placed in
the employee’s official personnel file.
o If a statement of clarification is written by the employee, it will be filed with the
evaluation.
o A copy of the documents will be provided to the employee.

- **Performance Improvement Plan (PIP)** –
o A PIP shall be created for any employee who has received a rating of NI or U in any
Quality Standard.
o The PIP should specify each indicator within the Standard for which improvement is
necessary.
o The PIP should clearly outline a plan to correct the deficiencies with specific dates
and timelines included.
o The plan may identify any resources or activities required to be accessed by the
employee.
o The PIP shall be attached to the evaluation form.
o The evaluator is responsible for continuing observations and conferences to closely
monitor progress. The evaluator may perform further evaluations at any time the
evaluator believes it is warranted. The employee is responsible for individual
performance, engaging in open honest dialogue with the evaluator and participating
in professional growth opportunities.

The evaluator shall determine the minimum time period in which the employee has to
improve. This time period should not be for less than 15 work days, but may be for longer,
at the discretion of the evaluator. At the end of the specified time period, the evaluator will
complete another evaluation form. At this time the evaluator may:

- Rate the employee Satisfactory if the performance meets the expectations in each of the
indicators in each Standard, or
- Rate the employee NI if the employee has shown some improvement but is still not
performing at the Satisfactory level.
- The employee may continue on the PIP for an additional time period to be determined by
the evaluator. However, at the end of the second time period the employee shall be
recommended for termination unless he/she has met the expectations for satisfactory
performance, or
- Rate the employee Unsatisfactory and immediately recommend him/her for termination.