

**SUPPORT STAFF  
EVALUATION SYSTEM  
Milton Town School District**

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.



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 tasks, 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.

- 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.
- The employee may add a statement of clarification within ten (10) working days of receiving a copy of the evaluation.
- 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.
- If a statement of clarification is written by the employee, it will be filed with the evaluation.
- A copy of the documents will be provided to the employee.
- **Performance Improvement Plan (PIP) –**
  - A PIP shall be created for any employee who has received a rating of NI or U in any Quality Standard.
  - The PIP should specify each indicator within the Standard for which improvement is necessary.
  - The PIP should clearly outline a plan to correct the deficiencies with specific dates and timelines included.
  - The plan may identify any resources or activities required to be accessed by the employee.
  - The PIP shall be attached to the evaluation form-
  - 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.