

McLean County Schools

Classified Personnel Evaluation Plan

An Equal Opportunity Employer

Revised June 27, 2007

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McLean County
Name of District

270-273-5257
Telephone

P.O. Box 245 Calhoun, KY 42327
Street Address City and State Zip Code

Mr. Earl Melloy
Superintendent

Deborah DeArmond Personnel Director 270-273-5257
Evaluation Contact Person Position Telephone

Evaluation Plan Development Committee Members and Position Title

Members

Position

Bus Drivers	Bridgett Degraff
Cooks	Vicki Hughes
Custodians	Hope Vincent
Secretaries	Belinda Ashton
Aides	Dennie Whitt
Maintenance	Ronnie Gunterman
FRYSC	Becky Atherton
Central Office	Christine Yeagley
Principal	Tres Settle
Personnel Director	Deborah DeArmond
Administrator	Judy Campbell

**ASSURANCES
McLEAN COUNTY SCHOOL DISTRICT**

McLean County Schools hereby assure the McLean County Board of Education that:

This evaluation plan was developed by a committee appointed by the superintendent and composed of classified and certified employees.

All classified personnel will be oriented to the evaluation process and criteria within (30) thirty days after beginning employment. They will be given evaluation documents at this time.

The Superintendent / Designee may require growth plans of those in supervisory capacity (ex. program administrators).

Each evaluator will be trained in appropriate evaluation techniques and the use of local instruments and procedures prior to the implementation of the plan.

All classified employees will be observed a minimum of 1 time and one summative evaluation will be completed annually.

All monitoring will be with the full knowledge of the employee.

This evaluation plan will be reviewed annually and any revisions will be submitted to the McLean County Board of Education for approval.


This evaluation will not discriminate on the basis of race, national origin, religion, marital status, sex or disability.

Each person evaluated will have a conference with the evaluator regarding his/her Performance Evaluation Report and the evaluate will be given a copy of the report.

Each person evaluated will be provided an opportunity for a review of his/her summative Rating Report.

The McLean County Board of Education approved this evaluation plan as recorded in the minutes of the meeting held on July 26, 2007.


Signature of Superintendent _____ Date 7/26/07


Signature of Principal/Supervisor _____ Date 7/26/07


Signature of Chairperson, Board _____ Date 7/26/07

**McLEAN COUNTY SCHOOL DISTRICT
EVALUATION PLAN**

POLICY STATEMENT

The Purpose of the McLean County Evaluation Plan is to provide an environment that will enhance student learning. The Evaluation Plan is a system that is based on the monitoring of performance responsibilities assigned to employees.

An Evaluation Plan is an on-going process that requires time and commitment from both evaluator and employees. The process is developed and implemented in an atmosphere of mutual trust and respect for the roles of employees and evaluators alike. A fair and objective evaluation system includes an appeal.

PROCEDURES

The Evaluation Plan includes a Performance planning and Review phase. This will consist of an annual review. The planning and review phase is designed to provide feedback to improve performance.

The Evaluation Plan will conclude with a Summative Report. This will be a composite of information obtained through the performance planning and observation phase, and will serve as a basis for administrative decision making. A Summative Report will be completed for classified employees each year.

The principal/designee is responsible for the administration of the Evaluation Plan in his/her building. The superintendent or his/her designee is responsible for administration of the Evaluation Plan with other classified employees.

TERMINOLOGY

PREOBSERVATION CONFERENCE

Dialogue between the evaluator as to the time and place for the observation.

EVALUATION PLAN

A process for professional improvement through the identification of job-related expectations, documentation of skills relative to those expectations, feedback regarding skill performance, opportunity for improvement, and job-related decision making.

PERFORMANCE PLANNING AND REVIEW

The developmental portion of performance evaluation designed to promote communication, personal growth, and performance improvement.

PERFORMANCE AREA (PA)

Grouping of criteria are similar, i.e. Task Management, Task Responsibilities , and Interpersonal Relationships.

PERFORMANCE RESPONSIBILITIES (PR)

Job description criteria correlated with the Performance Area.

PERFORMANCE EVALUATION (PE)

Job-related expectations based on Performance Responsibilities.

CRITERIA

Job-related expectations

DESCRIPTORS

Phrases or statements which collectively convey the meaning of criterion. (These statements are not all inclusive.)

PERFORMANCE RATING REPORT

Decision-making process regarding job employment as required by state law.

EVALUATION PROCESS

The following is an explanation of the procedures for evaluation. The process begins with training/orientation for employees; continues with the performance planning and review, and culminates in the Summative Report.

(1) ORIENTATION

EMPLOYEES

Annual in-service/orientation sessions will be conducted by the district/school to improve the consistency and quality of the employees' skills within 30 days of beginning of employment. This session will include:

- *information of the evaluation process and procedures, and
- *an understanding of the role of employee and the role of the evaluator.

(2) EVALUATION SCHEDULING

SUGGESTED SCHEDULING FOR EMPLOYEES

A Summative Report will be completed for employees each year. This report should be completed prior to April 15, when practical.

(3) PERFORMANCE PLANNING AND REVIEW

Pre observation conversation between evaluator and employee will take place prior to observation. A conference will be conducted with each classified employee to review the Summative Report.

The evaluator and the employee will sign and retain a copy of the Summative Report to indicate the document has been read and discussed.

(4) PERFORMANCE PLANNING AND SUMMATIVE CONFERENCES

The evaluator will provide the employee with a copy of the original Observation and Summative Reports before or during the conferences. The review will provide the basis for the discussion.

The evaluator and the employee will sign and retain a copy of the Summative Report to indicate the document has been read and discussed.

(5) GROWTH PLANS

1. The evaluator and/or employee may initiate a Growth Plan.
2. If initiated, a Growth Plan will be jointly written by evaluator and employee on the Growth Plan Form.
(A copy will be signed and retained by the evaluator and employee.)
3. Growth Plans include measurable, precise objectives stated in terms that will assist in attainment of objectives.
4. When a Growth Plan has been satisfactorily achieved, the evaluator and the employee will date and initial the Growth Plan form. If not achieved by the target date, the Plan may be revised by the evaluator and employee. When appropriate, additional personnel, approved by the evaluator, may provide assistance to the employee in the completion of the Growth Plan for the improvement of Performance skills.

EVALUATION CRITERIA

SUMMATIVE REPORT

This report consists of a collection of data pertaining to the performance of the employee during the performance planning and review stage.

A Summative Report conference will be conducted during which the evaluator and the employee will review the Summative Report.

The evaluator and employee sign the Summative Report, indicating the document has been read and discussed. Signatures indicate both parties have reviewed the document. Signatures are not indicators of approval or disapproval.

Copies of the Summative Report will be retained by the evaluator, employee, and by the Superintendent's Office.

Any rating below satisfactory must be preceded by efforts to improve via a Growth Plan.

**MCLEAN COUNTY SCHOOL DISTRICT
CLASSIFIED PERSONNEL
CRITERIA WITH DESCRIPTORS**

I. TASK MANAGEMENT

The employee:

A. Has necessary skills to complete duties required in current job.

--Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movement with speed.

--Ability to move the hand and foot coordinately with each other in accordance with visual stimuli.

--Ability to lift and carry object weighting various amounts.

--Ability to push, pull, climb, balance, kneel, crawl, handling and feeling.

--Ability to perceive or recognize similarities or differences in colors, or in shades or other values of the same color.

--Ability to make visual comparisons and discriminations and see slight difference in shapes and shadings of figures and widths and lengths of lines.

B. Understands and completes all records, reports, and documents required.

--Ability to perform arithmetic operations quickly and accurately.

--Ability to perceive pertinent detail in verbal or tabular material.

C. Has working knowledge of tools and equipment that are necessary for completion of assigned task.

--General learning ability. The ability to "catch on" or understand instructions and underlying principles. Ability to reason and make judgments.

D. Attends appreciate in-service programs.

E. Adheres to Board Policies.

II. TASK RESPONSIBILITIES

The employee:

A. Completes tasks assigned.

-- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.

B. Completes tasks accurately.

--Adaptability to performing repetitive work, or to performing continuously the same work, according to set procedures, sequence, or pace.

C. Completes tasks in a timely manner.

D. Uses proper safety measures in completion of tasks.

--Adaptability to situations requiring the precise attainment of set limits, tolerances, or standards.

E. Takes initiative in seeking and completing tasks without supervision.

--Adaptability to making generalization, evaluation, or decisions based on sensory or judgmental criteria.

--Adaptability to making generalizations, evaluation, or decisions based on measurable or verifiable criteria.

III. INTERPERSONAL RELATIONSHIPS

The employee:

A. Has positive rapport with students.

--Ability to interact with students in a respectful and friendly manner.

--Adaptability to understand and accept different racial, ethnic, cultural, and religious groups.

B. Has positive rapport with all staff.

--Ability to work cooperatively with colleagues.

--Adaptability to dealing with people beyond giving or receiving instructions.

--Adaptability to understanding and acceptance of different racial, ethnic, cultural, and religious groups.

C. Has positive rapport with public.

--Adaptability to dealing with people beyond giving or receiving instructions.

--Adaptability to understanding and acceptance of different racial, ethnic, cultural, and religious groups.

D. Uses good judgement in supervising personnel.

--Adaptability to dealing with people beyond giving or receiving instructions.

E. Ability to communicate clearly and concisely in expression of ideas orally.

--Ability to understand meanings of words and ideas associated with them, and to use them effectively.

- F. Ability to communicate ideas to others in writing.
- G. Cooperates in accomplishing school and District goals and objectives.
- H. Handles problems in a constructive and fair manner.
- I. Works through line/staff relationships when addressing problems.
- J. Offers differing opinions in a constructive and helpful manner.

IV. RESPONSIBILITY, DEPENDABILITY, AND ATTENDANCE:

- A. Uses discretion with confidential or privileged information.
- B. Follows directions.
- C. Uses good judgment in performing responsibilities.
- D. Organizes work responsibilities and sets priorities.
- E. Has a good attendance record.
- F. Reports to work punctually.
- G. Returns to work from break and/or lunch punctually.
- H. Reports to duty in appropriate dress.

Classified Personnel Evaluation

EMPLOYEE'S NAME _____ SCHOOL YEAR _____

WORKSITE/SCHOOL _____ SUPERVISOR _____

POSITION:

- | | |
|--|--|
| <input type="checkbox"/> BUS DRIVER | <input type="checkbox"/> FOOD SERVICE EMPLOYEE |
| <input type="checkbox"/> CUSTODIAN | <input type="checkbox"/> MAINTENANCE PERSONNEL |
| <input type="checkbox"/> INSTRUCTIONAL ASSISTANT | <input type="checkbox"/> BUS MECHANIC |
| <input type="checkbox"/> CLERICAL PERSONNEL | <input type="checkbox"/> OTHER, SPECIFY _____ |

EXPLANATION OF THE SCALE:

SATISFACTORY (S) NEEDS IMPROVEMENT (N) UNSATISFACTORY (U)

I. TASK MANAGEMENT

Evaluate skill/knowledge of the information, procedures, materials, equipment, techniques, etc., required for the position.

- (a) Has necessary skills to complete tasks required in current job.
- (b) Understands and completes all records, reports, and documents required.
- (c) Has working knowledge of equipment/material that are necessary for completion of assigned task.
- (d) Attends appropriate in-service programs.
- (e) Adheres to Board policies.

S	N	U

Comments: _____

II. TASK RESPONSIBILITIES

Rate the completion, accuracy, timeliness, and volume of work.

- (a) Completes the required tasks.
- (b) Completes tasks accurately.
- (c) Completes tasks in a timely manner.
- (d) Uses proper safety measures in completion of tasks.
- (e) Takes initiative in seeking and completing tasks without supervision.

S	N	U

Comments: _____

Classified Personnel Evaluation

III. INTERPERSONAL RELATIONS:

Consider relationships with other employees, students, and the community, and willingness to perform required duties and to help others accomplish tasks.

- (a) Deals with students in a positive, constructive manner.
- (b) Deals with parents in a positive, constructive manner.
- (c) Deals with Colleagues and Supervisors in a positive, constructive manner.
- (d) Deals with public in a positive, constructive manner.
- (e) Cooperates in accomplishing school and District goals and objectives.
- (f) Handles problems in a constructive and fair manner.
- (g) Works through line/staff relationships when addressing problems.
- (h) Offers differing opinions in a constructive and helpful manner.
- (i) Demonstrates effective written and verbal communication skills.

S	N	U

Comments: _____

IV. RESPONSIBILILTY, DEPENDABILTY, AND ATTENDANCE:

Consider efforts to ensure the successful completion of tasks, extra efforts made to meet work demands, attendance, dependability, and general assistance.

- (a) Uses discretion with confidential or privileged information.
- (b) Follows directions.
- (c) Uses good judgment in performing responsibilities.
- (d) Organizes work responsibilities and sets priorities.
- (e) Has a good attendance record.
- (f) Reports to work punctually.
- (g) Returns to work from break and/or lunch punctually.
- (h) Reports to duty in appropriate dress.

S	N	U

Comments: _____

SUMMARY

Overall job performance on applicable items.

S	N	U

Classified Personnel Evaluation

Would you recommend that the employee listed above be re-employed for the next school year in his/her present position? Yes No

Comment: _____

Growth and Development: Activities in which the employee has participated which could increase job effectiveness.

Improvement in the areas noted on this evaluation can be achieved by the following:

This review has been discussed with the employee who has been given a copy. Signatures acknowledge completion of the evaluation and not necessarily agreement.

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

Employee's Comments: _____

**MCLEAN COUNTY SCHOOL DISTRICT
GROWTH PLAN
CLASSIFIED EMPLOYEE**

Enrichment _____
Assistance _____

Employee	Date	School/Location
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1. Performance Area:

2. Criterion:

3. Improvement Objective(s): Describe desired outcome.

4. Procedures for Achieving Objective(s): Explain steps and responsibilities.

5. Appraisal Method and Target Dates:

6. Employee's Comments:

7. Evaluator's Comments:

8. Indicate whether the improvement objective(s) was achieved.

Achieved _____ Not Achieved _____ Partially achieved _____ Continued _____

Date:

Comments:

Employee's Signature

Evaluator's Signature

APPEAL FROM SUMMATIVE REPORT

The McLean County Schools Appeals Policy includes the establishment of an Appeals Panel and the due process of appeals (Grievance Procedure).

The Appeals Panel will be:

- ❖ Composed of two classified panel members elected by the classified employees of the district with two alternate members elected to serve in the event that two regular members cannot serve. Panel members and alternates will be full time district employees.
- ❖ One certified employee appointed by the board and one certified employee named as an alternate. The board appointed member will serve as the chairperson of the panel.
- ❖ Terms to the panel will be for two years to run from July 1 to June 30. Members should be allowed to be re-appointed or re-elected.
- ❖ No member of the panel will serve on any appeal in which he/she was the evaluator.
- ❖ Panel members will not serve on any appeal brought by the member's immediate family. The immediate family is defined as: Husband/Wife, brother/sister, mother/father and son/daughter. Any panel member may opt to not serve when a family-member (distant relative) is involved. At that time, an alternate panel member will serve.

An employee has a right, within five working days following a Summative Report to have a signed and dated written response permanently attached to the Summative Report.

The employee's evaluator and the Superintendent will review, countersign, and date any employee written response to the Summative Report before any recommendation based on the Summative Report is made to the Board of Education to terminate employment of an employee or not to re-employ an employee.

If the evaluator has made on the Summative Report an employment recommendation other than "Re-employment", the employee may request a meeting with the Appeals Panel. At such meeting, which shall occur within five working days from the date of the request, the employee may present additional oral comments for consideration by the Appeals Panel in reviewing the Summative Report.

The five (5) working day time period under this procedure will begin to run the day after the first Summative Report Conference in which the evaluator has made an Evaluator's Employment Recommendation.

The panel will make a recommendation to the Superintendent within fifteen (15) working days from the date of filing the appeal. Where the Superintendent is the evaluator the recommendations of the panel go directly to the board of education. On receipt of the panel's recommendation the Superintendent will file the panel's recommendation in the employee's personnel file with the original evaluation form.

The Superintendent will be allowed to hold a hearing or order a new evaluation by a second certified evaluator as Superintendent deems necessary. If a new evaluation is made, both evaluations should be placed in the employee's personnel file. Or, the Superintendent may choose to uphold the original evaluation.

DUE PROCESS POLICY AND PROCEDURE

The contract of an employee shall remain in force during good behavior and efficient and competent service by the employee and shall not be terminated except for any of the following causes:

- A. Insubordination, including but not limited to the violation of the school laws of the state or administrative regulations adopted by the State Board for Elementary and Secondary Education or lawful rules and regulations established by the local board of education for the operation of schools, or refusal to recognize or obey the authority of the superintendent, principal, or any other supervisory personnel of the board in the performance of their duties.
- B. Immoral character or conduct unbecoming a public employee.
- C. Physical or mental disability.
- D. Efficiency, incompetence, or neglect of duty, when a written statement identifying the problems or difficulties has been furnished to the employee involved.

Charges under subsections (A) and (D) of this section shall be supported by a written record of the employee's performance by the superintendent, principal, or other supervisory personnel of the district, except when the charges are brought as a result of a recommendation made by a Highly Skilled Educator.

Charges under subsection (A) and (D) of the section will initiate possible disciplinary actions.

Possible Disciplinary Action

Private Reprimand or Warning – Letter in personnel file
Suspension
Termination

- (1) No contract shall be terminated except upon notification of the board by the superintendent. Prior to notification of the board, the superintendent shall furnish the employee with a written statement specifying in detail the charge against the employee. The employee may within five (5) working days after receiving the charge notify the superintendent of his or her intention to answer the charge, and upon failure of the employee to give written notice within five (5) working days, the dismissal shall be final.
- (2) Upon receiving the employee's notice of his/her intention to answer the charge, the superintendent shall conduct a review of the situation and shall make a determination, based upon the facts in the case, as indicated by reviewing written evidence and interviewing all parties involved in the complaint, either separately or together.
- (3) The superintendent shall make an interpretation of the evidence and a final determination. The superintendent shall prepare a written report to be attached to the employee records. A copy of the grievance and the determination shall be supplied to the Board of Education and employee.
- (4) If the employee feels he or she has been discriminated against or denied an opportunity because of their Race, Color, National Origin, Age, Martial Status, Sex or Handicap, they have the right to file an informal and/or formal grievance as follow. This process is conducted through the Title IX, Title VI, and Section 504 Coordinator. This person in the McLean County School District is:
Earl Melloy, Grievance Coordinator, P.O. Box 245, Calhoun, KY 42327, phone 270-273-5257.

Grievance Procedure

- (1) An employee with a grievance shall first discuss it with the immediate supervisor/principal, within (3) working days from the time of the incident which the employee is aggrieved. If the grievance is not resolved, the matter shall be reduced to writing by the grievant and submitted to the same supervisor/principal, utilizing the Grievance Initiation Form. The written grievance must be given to the supervisor/principal in order for it to proceed. Within three (3) working days after presentation of the written grievance, the supervisor/principal shall give a written response to the grievant.
- (2) In the event the aggrieved employee is not satisfied with the disposition of the grievance in Step 1, or in the event no decision has been made within three (3) working days after presentation of the written grievance, the grievant may submit the grievance to the superintendent or designee within five (5) working days after the receipt of the Step 1 answer. Within nine (9) working days, unless additional time is necessary due to the matter being investigated by a law enforcement agency or governmental agency, after the superintendent or designee receives the grievance, a hearing with the aggrieved employee, any representative they desire to have present, and the person whom the grievance was filed against shall be scheduled to resolve the grievance. Within three (3) working days after the hearing, a written response may be given by the superintendent or designee.
- (3) If the grievance is not resolved, The Board will hear employee grievances within ten (10) working days of receiving the referral. The Board will not hear any grievance concerning personnel actions, unless the issue of the grievance concerns constitutional, statutory, regulatory, or policy applications or demotion under KRS 161.765. Other personnel grievances will be appealed only to the level of Superintendent who shall make the final decision. Within ten (10) working days the Board shall render a decision on the grievance, and present the decision in writing to the grievant, supervisor/principal, and superintendent.

Board Policy #: 03.16 Certified / 03.26 Classified

GRIEVANCE INITIATION FORM

McLean County Public Schools

Complete three (3) copies of this form. Give the original to the immediate supervisor, send one (1) copy to the Central Office, and retain one (1) copy for your records. Contact your supervisor if you have any questions: Must be completed within three (3) days of informal discussion.

Employees Name: _____ Title: _____

School / Department: _____ Location: _____

1. Give complete statement of grievance: (Be very specific)

2. Give recommendations about what should be done about the grievance:

3. Has the grievance been discussed with your immediate supervisor ?

Supervisor's Name: _____ Title: _____

4. What other person, besides yourself, do you want notified of any hearings or actions taken on this grievance?

Name: _____ Address: _____
Their role in this grievance:

Employee's signature

Date: _____

GRIEVANCE APPEAL FORM

Complete three (3) copies of this form. Send the original to the next highest authority to hear the grievance. Send one (1) copy to the Central Office. Retain one (1) copy for your records. **Appeals must be made within five (5) calendar days upon the disposition of the grievance.** If you have any questions, see your supervisor.

Employee's Name	Title	Date of Grievance Initiation
School (Department)		Location

1. I wish to appeal the Grievance Disposition signed by: (See Grievance Disposition Form)

Name	Title	Date
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2. Nature of Grievance:

3. What agreement, policy, regulation, or law do you think has been violated?

4. What is your reason for appeal?

Employee's Signature	Date
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GRIEVANCE DISPOSITION FORM

Complete four (4) copies of this form. Give the original to the employee involved, one (1) copy to the Central Office, retain one (1) copy for your records, and send the fourth (4) copy to the employee's representative, if any, named on the Initiation Form.

Employees' Name

Title

School (Department)

Date of Grievance Initiation

6. What are the issues in this grievance?

7. What is your decision?

8. What is the basis for your decision?

Signature

Title

Date