

Article VII – Working Conditions

SECTION F - Evaluation

1. Prior to September 15, all SRP shall receive a copy of the assessment instrument, and an explanation of the assessment process shall be provided during any beginning of the year orientation, in-service, meeting, etc. by the appropriate supervisor of district staff member. In the event a SRP is employed after other SRP have received this information, said instrument and explanation shall be given upon employment.

2. The worksite supervisor or designee making the evaluation shall meet with the SRP to discuss the areas in which the SRP's performance is satisfactory, and any area(s) in which the SRP's performance is unsatisfactory/deficient, or in which the SRP needs improvement. In the event work deficiencies are addressed and then remedied by the SRP, the rating for that deficiency shall be no less than "meets expectations" on the Non-Instructional, Non-Exempt Level Evaluation Form.

3. After each assessment of a SRP, the SRP or witness shall sign and be given a copy of the assessment instrument. The signature of the SRP shall not necessarily indicate agreement with the assessment but only acknowledges that he/she has read the report.

4. A SRP shall be given the opportunity to include his/her comments in writing concerning the assessment report or, in the case of subparagraph 5 below, any written notification of performance deficiencies. These comments shall be placed in the SRP's personnel file if the assessment report or, in the case of subparagraph 5 below, any written notification of performance deficiencies is placed in the SRP's personnel file.

5. In the event a SRP is not performing satisfactorily, the worksite supervisor or designee shall advise the SRP in writing of the specific deficiencies in his/her performance and shall give the SRP reasonable time and assistance to overcome these deficiencies. The worksite supervisor or designee will:

- a) notify the SRP in writing that deficiencies exist,
- b) provide a full and complete explanation of deficiencies and suggested corrections in a face-to-face meeting;
- c) offer administrative and supervisory assistance, and
- d) provide reasonable time for correction of deficiencies. This time shall be no less than 90 days.

This written notification of performance deficiencies may be accompanied by a completed assessment instrument. However, at an alternative school for disruptive students, a SRP whose performance has not met the expectations of the principal shall be subject to involuntary transfer to another worksite twenty-five (25) days after the principal has provided the SRP with an opportunity to improve his/her performance and the performance continues to be below expectation. At any time during this period, beginning with the initial notification to the SRP that he/she may be subject to involuntary transfer, the Union has the right to represent the SRP. At an alternative school for disruptive students, the salary of a SRP who is involuntarily transferred to another worksite shall be no less than he/she would have earned at the alternative school for the remainder of the school year. SRP involuntarily transferred shall not be transferred to a worksite which is twenty (20) miles further from his/her residence than the alternative school for disruptive students.

6. All confidentiality of the assessment allowable by law will be granted by the Administration.

7. All SRP will be evaluated, through the use and completion of an approved assessment instrument, at least once during the school year. Should a worksite supervisor not meet the date designated by the Human Resources Department for the completion of a SRP's evaluation, the worksite supervisor will inform the SRP of the reason for the delay. If a SRP receives an unsatisfactory evaluation, the SRP has the option of another evaluation to determine if satisfactory performance has been demonstrated. All evaluations shall be conducted only by worksite supervisors, their designees, or district-level supervisors.

8. All recommendations regarding continued employment except for positions affected by the layoff procedure shall be based upon information contained in the SRP's personnel file.

For the Board

Date

For the Union

Date