

## Revised Support Employee Evaluation Form 2007-08

The process to revise the Support Employee Performance Evaluation began in September 2006 as a function of the Superintendent's charge to Information Services to establish a Forms Committee to identify ways to automate and consolidate official district forms. That committee work dovetailed with the recent legislative mandate to insure efficient disaster recovery of official documents in the event of an unforeseen hurricane, fire, etc. A CESPAs Evaluation Committee was formed composed of three voting CESPAs members, the Assistant Superintendent for Human Resources (HR), the Director of Support Personnel Services, and the Director of Transportation. Additional input was gathered from other Principals and CESPAs members throughout the process. Numerous committee meetings followed beginning in March 2007 to review and revise the multiple drafts of the form, which resulted in agreement on the document now before the board for approval.

Following are the important points of the revised support evaluation form and procedure for 2007-08, which has been approved by the CESPAs Evaluation Review Committee for submission to the Clay County School Board:

- The Support Performance Evaluation form has been reduced from twenty-eight (28) forms that were five (5) pages long to one form with five (5) generic areas of performance that is two (2) pages long based on the existing Board approved job descriptions for all support positions in the district. Individual identifying information at the top of for the Pre-Evaluation Conference box will be pre-populated.
- To reduce subjectivity, the new form is generic in the description of duties and *must* be given with a copy of the employee's current job description. In addition, the "Exceeds Standards" rating has been limited to only four (4) competencies, and the overall rating is a choice of "Below Standards" or "Achieve Standards."
- All on the CESPAs Evaluation Committee agreed that Clay County School District support employees overall work to a much higher standard than most. Therefore, descriptive positive comments in the "Evaluator's Comments" section on page two are a *must*. The Principal/Director/Designee must have the employee initial and date at the time of the conference. HR has assured the CESPAs Evaluation Committee that evaluators will take the time to include those positive comments on the new form.
- Conversely, if it becomes clear that a support employee has an area that requires improvement, the Principal/Director must document in writing those areas for change in the "Evaluator's Comments" section on page two. The employee initials, dates, and receives a preliminary copy at that time. If performance continues to decline, and a Professional Improvement Plan (PIP) becomes necessary, the Principal/Director must phone Toni McCabe (2618) or Linda Lancaster (2619) to discuss next steps to help the employee improve.
- If the support employee transfers to another cost center, the Principal/Director will send the original performance evaluation to the new cost center supervisor to complete.
- The Principal/Director *must initial* all support evaluations on the bottom of page two (2). At the final conference, both the Evaluator and Employee *must* sign and date the conference *on the same date* with a copy of the final evaluation to be given to the support employee at that time.

The Principal/Director will keep a copy at the work site, and send the original blue ink copy to H.R.

- Currently, the evaluation forms must be printed on the high speed printer in Information Services to maintain the integrity of the barcode technology used to scan the documents into TERMS by Human Resources upon completion. As new support employees are hired throughout the year, Linda Lancaster will work with Information Services and send the new person's performance evaluation form to the Principal/Director via county mail