

# GILMER COUNTY SCHOOLS

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GILMER COUNTY SCHOOLS  
POLICY MANUAL

POLICY #4117.5

**TITLE: Appraisal Procedure: Service Personnel**

## **SECTION 1. Administrative Procedures for Evaluation of Service Personnel**

**TRAINING:** All supervisors shall receive training in conducting observations and conferences, and completing evaluations.

**ORIENTATION:** To assure that all employees have a full understanding of the purposes, instruments and procedures used in evaluating the performance of employees, a meeting for such purposes shall be convened for all employees at the beginning of the employment period. Each employee shall be provided a copy of the instruments and procedures.

### **PRINCIPLES OF OPERATION:**

#### **A. Evaluation Assignments**

Evaluation Reports will be completed by the following persons:

1. Secretaries & Accountants: Completed by Principal or Supervisor.
2. Aides: Completed by Principal.
3. Custodians: Completed by Principal.
4. Food Service: Completed by Principal.
- Bus Operators: Completed by Bus Supervisor.
6. Others: Superintendent or Superintendent's designee

**NOTE:** Evaluations will serve as written input to the Superintendent and Board of Education in determining the future status of all employees.

**B. Time Frames**

School Year 1999-2000: One evaluation for all service employees by June 1, 2000.

School Year 2000-2001 and thereafter:

1. Service employees with 0-2 years regular employment in their current classification will receive at least one evaluation by February first and at least a second evaluation by June first.
2. Service employees with 3 or more years regular employment in their current classification will receive at least one evaluation by June first.

**C. Procedures for sharing results**

Supervisors will conference with service personnel within 10 working days of the completion of the written evaluation. Service employees may attach written comments to their evaluation. Employees will be expected to sign evaluations - such signature indicating only that the evaluation results were shared with the employee.

**D. Improvement Plan**

An Improvement Plan shall be developed by the supervisor and employee when an employee's performance is unsatisfactory in an area of responsibility. The improvement plan shall designate how the employee shall meet standards. The improvement plan shall:

- a) identify the deficiency(ies),
- b) specify the corrective action to remediate the deficiencies,
- c) contain the time frame for monitoring and deadlines for meeting standards, but in no case shall an improvement plan be for more than four months in length, and
- d) describe the resources and assistance available to assist in correcting the deficiency(ies). After an employee has successfully corrected deficiencies, the employee must continue to show growth.

**E. Observation Procedures**

All monitoring or observation of the employee shall be conducted openly.

**F. Opportunity to correct**

A service employee whose performance evaluation is rated unsatisfactory shall be given an opportunity to correct the deficiencies.

**G. Due Process/Grievance Procedures**

Gilmer County School District's administrative procedures shall be implemented in conformity with current grievance and other due process requirements.

**H. Job Descriptions**

County job descriptions shall be established for each position.

**SECTION 2. Rating Structure for Service Personnel**

The four performance rating categories on the personnel evaluation form for service employees are a) exemplary satisfactory, b) exceeds standards, c) meets standards, and d) unsatisfactory. The scale for assessing the performance criteria is as follows:

**Exemplary:** Performance consistently demonstrates expertise and commitment to job responsibilities while personal conduct and positive involvement in the school community add significantly to the school or county.

**Exceeds Standards:** Performance consistently demonstrates expertise and commitment to job responsibilities.

**Meets Standards:** Performance is consistently adequate in meeting job responsibilities.

**Unsatisfactory** - Performance is not consistently acceptable in meeting job responsibilities.

**SECTION 3. Evaluation Criteria for all Service Personnel**

Please refer to the attached Gilmer County Service Personnel Evaluation Form.

APPROVED FEB 28 1991

## GILMER COUNTY SCHOOLS SERVICE PERSONNEL EVALUATION

Name \_\_\_\_\_ Location \_\_\_\_\_

Position \_\_\_\_\_

**Responsibilities:**

1. Maintain positive work habits
2. Perform duties efficiently and productively.
3. Maintain and upgrade skills.

**Rating Scale:**

- EXEM: Exemplary  
 EXC ST: Exceeds Standards  
 MEETS: Meets Standards  
 UNS: Unsatisfactory

**Performance standards:**

1.1	Work Habits	EXEM	EXC ST	MEETS	UNS
	a. Observes work hours				
	b. Attendance				
	c. Complies with rules				
	d. Safety practices				
	e. Meets Schedules				
	f. Accepts change				
	g. Appearance of work area				
	h. Initiative				
	i. Attitude				
1.2	Performance	EXEM	EXC ST	MEETS	UNS
	a. Work judgments				
	b. Planning and organizing				
	c. Quality of work				
	d. Accepts responsibility				
	e. Follows instructions				
	f. Efficiency under stress				
	g. Operation/care of equipment				
	h. Work coordination				
1.3	Professional Development	EXEM	EXC ST	MEETS	UNS
	a. Knowledge of work				
	b. Job-related training				

Any area marked unsatisfactory must include an explanation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date