

PERFORMANCE REVIEW

The School Board believes that the primary purpose of a performance review is to inform employees about their abilities, contributions, and level of performance, and to offer constructive ~~help~~feedback as to the ways they can improve.

The School Board endorses a regular system of performance reviews and recognizes that this system is designed to:

- A. Maintain or improve each employee's job satisfaction by showing an interest in his/her development.
- B. Serve as a systematic guide in planning further improvement in job performance.
- C. Assure a considered opinion of an employee's performance.
- D. Assist in determining and recording special talents, skills, and/or deficiencies.
- E. Provide an opportunity for each employee to discuss concerns about his/her job.
- F. Assemble data for use as a guide for such purposes as wage adjustments, promotions, training opportunities, disciplinary action, reassignment, and dismissal.

The Superintendent assures that cooperatively developed procedures for professional staff evaluations are implemented throughout the Division. The Board of Education Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Administrators and Superintendents should be consulted during the development of the evaluation procedures.

Adopted: July 1, 1993
 Amended: July 8, 1996; December 8, 1997; November 30, 2000; July 8, 2004; February 26, 2009;
 April 23, 2015
 Reviewed: November 8, 2012; May 11, 2023
 Equity Review: May 11, 2023

Legal Ref.: Code of Virginia, 1950, as amended, §§22.1-293, 22.1-294, 22.1-295, Board of Education Guidelines for Uniform Performance Standard Evaluation Criteria for Teaching Administrators, and Superintendents

Cross Ref.:

PROCEDURE FOR COMPLIANCE FOR PERFORMANCE REVIEW

The probationary performance review must be of an overall satisfactory rating for an employee to become a regular staff member. Employees who have successfully completed the probationary period for one position will serve another probationary period if they move to another position under the provisions of this Policy. If the employee is not successful in completing this subsequent probationary period, the employee may be considered for any vacancies that occur in the employee's previous classification and/or other positions for which the employee is qualified. If another position is not secured, the employee is subject to termination under School Board Policy GCP, *Termination, Non-renewal, and Dismissal*.

A. Probationary Terms

1. Licensed Staff (See Policy GCG)

~~1.~~ 2. Classified Employees (as defined School Board in Policy GCA)

- a. The probationary term is a six (6) month period of continuous employment in one position during which every new employee shall demonstrate ability to perform the job. If this performance is not satisfactory, the employee may be released at any time during this period without further obligation. During the probationary period, the supervisor ~~meets-should meet regularly~~ with the new employee ~~at least at the end of the third and sixth month in order~~ to provide input about the employee's progress ~~and address any areas where improvement or additional training is needed.~~ The supervisor and employee should complete a probationary evaluation prior to the conclusion of the probationary period to determine whether employment should continue or not. Human Resources should be consulted prior to the end of the probationary period for any employee not meeting expectations. It is the expectation that supervisors track and monitor employee performance closely during this six (6)-month period.
- b. Employees who voluntarily transfer (promotion, demotion or lateral movement) to different positions, regardless of pay grade, will serve a new probationary period. Employees who are reclassified or reassigned by a supervisor will not have new probationary periods.
- c. At the supervisor's request (made to the Director of Human Resources/Designee), an employee's probationary period may be extended if the employee misses ten (10%) percent or more of the available work time, ~~due to an illness or temporary disability~~ during the work period. This extension shall be for no more than the number of work days the employee was absent on days the school/department was open.

B. Evaluation Period

1. Licensed Staff

Licensed staff reviews are conducted on a Division-established schedule established by state code. Extensions of these dates are authorized if the Supervisor obtains permission from HR and specific reasons for the extension are given to the employee in writing. Principals/designees may choose to evaluate individual staff members on a more frequent schedule than required by state code, particularly when expectations are not being met.

2. Classified Employees

Each classified employee who successfully completes the probationary period in a regular position prior to ~~May~~ March 1, shall receive an annual performance review by June 1 of each year. Extensions to this deadline are authorized by the Chief Human Resources Officer/designee if specific reasons for the extension are given to the employee in writing. The performance review will be conducted by the employee's supervisor. Reviews of performance may be conducted on a more frequent basis a supervisor's discretion; however, reviews will not be held less frequently than once a year for classified staff.

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C. Unsatisfactory Evaluation

Any employee who receives an overall unsatisfactory evaluation rating will be placed on a written Performance Improvement Plan (PIP), also referred to as a Plan of Assistance (POA). It shall remain the responsibility of the principal/department head/designee to point out in writing specific areas of weakness and to suggest constructive ways to improve job performance in the PIP. Failure to complete the PIP/~~POA~~ successfully may result in termination of the employee's employment with the Division. Performance Improvement Plans are not considered disciplinary action, but may be used in conjunction with disciplinary measures. Any negative performance review on the basis of failure to complete job duties must cite the specific, unfulfilled duties and/or performance concerns based on the job description for the position.

Any teacher with continuing contract status who receives an unsatisfactory formal evaluation, and who continues to be employed, shall be formally evaluated the following year.

D. Evaluation Systems

All employees who are subject to an evaluation process will be evaluated in accordance with an Evaluation System approved by the School Board.

E. Evaluation Forms

Performance reviews will be made on forms provided by the Department of Human Resources, and a signed copy will be included in the employee's personnel file. A copy will also be provided to or made available to the employee.

F. Interpreters

If an employee requires an interpreter during a meeting regarding performance or during their annual performance appraisal meeting, they shall notify their supervisor at least (2) weeks prior to the meeting so that the supervisor may schedule an interpreter as appropriate.

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Legal Ref.: Code of Virginia, 1950, as amended Sections 22.1-70; 22.1-78; 22.1-294; 22.1-295; 22.1-303; 22.1-253.13:5; 22.1-253.13:7 and 22.1-276.2
 Regulations of the Board of Education Governing Contractual Agreements With Professional Personnel, VR 270-01-0042.

Cross Ref.: GBCA, Employee Discipline
 GBL, Personnel Records
 GCA, Personnel – Definitions
 GCBA, Salary Administration and Position Classification
 GCE, Recruitment and Selection of Employees
 GCG, Licensed Staff Probation and Tenure
 GCI, Assignment and Transfer
 GCP, Termination, Non-renewal, and Dismissal