

# POLICY

SOMERSET COUNTY  
BOARD OF EDUCATION

<b>Date Submitted:</b> November 17, 2002 <b>Date Reviewed:</b> August 25, 2003 September 19, 2006 March 17, 2009	<b>Number: 700-33</b>
<b>Subject:</b> Procedures for Classified Evaluation	<b>Date Approved:</b> December 10, 2002, October 17, 2006 May 26, 2009 <b>Date Revised:</b> September 16, 2003, October 21, 2003 September 19, 2006, March 17, 2009 <b>Date Effective:</b> December 10, 2002, October 21, 2003 October 17, 2006, May 26, 2009

## 1. PURPOSE OF POLICY

Somerset County Public Schools Board of Education supports the full and equitable annual evaluation of all non-certificated personnel on common performance measure fully describing and assessing levels of performance.

The following implementation steps, schedule for implementation, and salary and bonus correlations are to be **referenced as follows:**

### A. IMPLEMENTATION STEPS

- 1) Presentation to and discussion with the Board of Directors of SCPS
- 2) Approval by Board of Directors of SCPS
- 3) Written memo of information to non-certificated staff and supervisors
- 4) Presentation, input, discussion, and schedule of implementation about process and tool among all supervisors
- 5) Presentation, input, discussion, and schedule of implementation about process and tool among all non-certificated employees by group
- 6) Implementation
- 7) Pairing of supervisors for discussion and sharing on completed tools
- 8) Evaluation of Performance Appraisal System

### B. SCHEDULE FOR IMPLEMENTATION/INITIAL YEAR OF IMPLEMENTATION

- 1) Performance Appraisal System approved by Board
- 2) Distribution to Supervisors for Input
- 3) Memo to Non-certificated staff and supervisors
- 4) Supervisor Session on Implementation
- 5) Non-Certificated Staff Discussion Sessions
- 6) Goal Conferences (Establish goals for present to July 1)

- 7) Conduct End of Year Conference with Performance Appraisal Tool
  - \* Prior to Conferences Team with Counter Part Supervisor and Share
  - \* Meet with Superintendent to Review Ratings
- 8) Complete Evaluation of New Tool through Survey Input

## **2. PROCEDURE**

### **A. CONTINUOUS IMPLEMENTATION**

- 1) Conduct orientation sessions with all new staff
- 2) Monitor goal development and implementation
- 3) Conduct feedback sessions and apply survey findings for process improvement

### **B. SALARY AND BONUS CORRELATIONS**

Employees between Entry and Midpoint Salary in their grade range are

- 1) Eligible for annual PI (Performance Increase) which is earned by achieving 40 or more points on the BOE Performance Scale and making documented progress on their annual goal.
- 2) Awarded PI is calculated upon and added to the employee's salary.
- 3) Eligible for Exceptional Performance One Time Bonus.
- 4) Offered direct support through feedback, action planning, and goal setting if they receive unsatisfactory performance on 1/3<sup>rd</sup> (8) or more indicators.

Employees between Midpoint and Maximum Salary in their grade range are

- 1) Eligible for annual PI (Performance Increase) which is earned by achieving 50 or more points on the BOE Performance Scale and making documented progress on their annual goal.
- 2) Awarded PI is calculated upon the employee's salary and added to the employee's salary.
- 3) Eligible for Bonus earned by achieving expectations in 2/3<sup>rd</sup>s of the indicators resulting in a rating of 65 or more points and have five years experience in the system.
- 4) Eligible for Exceptional Performance One Time Bonus.
- 5) Offered direct support through feedback, action planning, and goal setting if they receive unsatisfactory performance on 1/3<sup>rd</sup> (8) or more indicators.

Employees at Maximum Salary in their grade range are

- 1) Eligible for annual PI (Performance Increase) which is earned by achieving more than 50 points on the BOE Performance Scale.
- 2) Awarded PI is calculated upon and added to the employee's salary in years when the range has been adjusted. In other years, the PI is awarded as a bonus.
- 3) Eligible for Bonus earned by achieving expectations in 2/3<sup>rd</sup>s of the indicators resulting in a rating of 65 or more points and have five years experience in the system.

- 4) Eligible for Exceptional Performance One Time Bonus. An employee at any level who receives an unsatisfactory rating in ½ of the indicators will be placed on a probationary status for a 90 day period during which time they must improve their performance in given agreed upon areas through a written and signed action plan.

### **3. RIGHT OF APPEAL**

- A. As a new process, the Board of Education grants non-certificated staff a limited right to an appeal process in the event that there is disagreement with an appraisal and the employee wishes to provide additional perspective or information beyond that discussed at the evaluation conference with the supervisor.

### **4. PROCEDURES FOR APPEAL**

- A. The Performance Appraisal System is a developmental rather than deficiency process and is designed to encourage growth and improvement. Therefore, the employee is urged to take time to reflect on any areas of concern and ask oneself if this is an area of work which could be improved. Needs improvement ratings are not unsatisfactory and will not lead to probation in and of themselves.
- B. A non-certificated employee dissatisfied with his or her performance appraisal's accuracy may initiate the following process:
  - 1) The employee should mark "I wish to Appeal" following his or her signature on the Performance Appraisal Form and submit it to his or her supervisor within ten days of the receipt of the appraisal.
  - 2) Within 10 days of the request to appeal the Performance Appraisal, the employee should prepare his/her concerns in a written document and deliver it to his/her supervisor.
  - 3) The supervisor and employee should meet within 10 days to discuss the raise concerns. The employee may include representation in the meeting with the supervisor.
  - 4) If the issues are not resolved at this meeting by:
    - a) The supervisor effectively reviewing all questions with the employee and increasing the employee's understanding and acceptance of the ratings, or
    - b) The employee's presentation of new information or perspective to the supervisor results in the supervisor's modification of the rating in one or more areas, then the employee may request a panel review of the appraisal.

- 5) A request for a panel review of an appraisal must be made in writing and must list the major points of difference between the supervisor and the employee. The request must be made within ten days of the appeal conference with the supervisor.
- 6) The appeal panel shall consist of the Director of Human Resources, the Assistant Superintendent or the Director of Facilities and Transportation, and a site representative appointed by the Director of Human Resources. (In the event that one of these individuals serves as supervisor to the employee entering the appeal another individual will be appointed by the Director of Human Resources).
- 7) The appeal panel shall be convened within 20 days of the request for a Panel Appeal made to the Director of Human Resources. A date shall be set and communicated to all involved within 10 days of the request.
- 8) The panel shall hear the perceptions of the employee and the supervisor in that order.
- 9) The panel shall base its conclusions at the close of the formal presentation and questions following a closed deliberation to reach a consensus on
  - a) modifying the appraisal in all raised issues, or
  - b) modifying the appraisal in one or more but not all points of issue raised, or
  - c) supporting the appraisal as it stands, and
  - d) making recommendations for consideration by one or both parties in the upcoming year's appraisal process.
- 10) The supervisor and the employee shall meet within ten days of the panel response to incorporate recommendations into the supervisor-employee work relationship for the coming year.
- 11) The Appraisal Review Panel represents the final level of appeal for dissention regarding a performance rating. Exception: In the event that the appraisal is unsatisfactory and recommends termination or dismissal, the employee may appeal the evaluation to the Superintendent. The Appeal Process shall be incorporated into the Employee Handbook, brought to the attention of all supervisors, and explained to all non-certificated staff.