



Employee Performance Management System

Purpose

The purpose of the Employee Performance Management System (EPMS) is to highlight successful work characteristics and to identify areas for professional growth.

Participants

All exempt and non-exempt classified employees, coordinators, directors, administrative assistants, assistant principals and principals who are not participating in their formal state evaluation will be evaluated using the EPMS.

The principal or the immediate supervisor will be responsible for the completion of the EPMS evaluation.

Procedures

The items below are examples of each work characteristics at each rating level. They are intended to be used as a general guide. The intensity, duration and the impact of the “behavior” must always be considered before making a judgment. Employees are judged on “typical” performance.

Written evidence should be provided for areas needing improvement and/or exceeding standards. Satisfactory performance is defined as meeting the job related *expectations*. In other words, doing what is expected to fulfill the job duties. To receive a rating of Exceeds Standards, the employee must go above and beyond the expectations of the job.

A. Public Relations: Presents a positive image of the School District among employees, community, and the general public

Examples of Needs Improvement:

- Rude behavior
- Behavior unbecoming a professional

Examples of Meets Standards:

- Interaction with individuals and groups of people in a professional manner

Examples of Exceeds Standards:

- Attendance at school and community functions (Relay for Life, Gold Rush, athletic events)
- Active involvement in, and follow up to, activities that involve the general public and the community (This would not include PTO, Open House, etc.)

B. Quantity of Work: Uses time well; stays on task, is efficient and productive.

Examples of Needs Improvement:

- Failure to create an organizational system (calendar, to-do lists, etc.)
- Failure to use an organizational system to produce appropriate work
- Failure to establish and meet deadlines

Examples of Meets Standards:

- Completion of task within a required timeline

Examples of Exceeds Standards:

- Consistent completion of tasks ahead of schedule

C. Quality of Work: Is neat and completes tasks in an accurate and well-done manner. Has knowledge of duties required in the job description.

Examples of Needs Improvement:

- Failure to produce and complete documents/correspondence without errors (grammar, punctuation, format, etc)
- Failure to include accurate information in tasks
- Failure to present/discuss tasks in a professional manner

Examples of Meets Standards:

- Accurate (content) completion of documents and correspondence without errors
- Documents, tasks, and correspondence presented in a professional manner

Examples of Exceeds Standards:

- Error-free written documents and correspondence
- Initiates activities/programs to move school/program forward to a higher level (even with limited resources)

D. Work Skills/Habits: Demonstrates the skills to perform the essential tasks as defined in the Job Description and board policies

Examples of Needs Improvement:

- Failure to demonstrate skills that are critical to carrying out job duties
- Administrators only - Failure to demonstrate skills (supervisory, managerial, leadership, etc.) that are critical to carrying out job duties (not holding monthly meetings with staff, not visiting classrooms and giving formal feedback, and not leading by example)
- Failure to follow board policies

Examples of Meets Standards:

- Demonstration of skills necessary to carry out job duties with minimal supervision
For Administrators this includes:
 - Supervision-meets with all employees supervised on a regular basis and gives feedback
 - Leadership-assess your school/program and develop plans to move ahead
 - Management-smooth day-to-day operations
- Adheres to board policies

Examples of Exceeds Standards:

E. Work Relations: Establishes pleasant working relationships; demonstrates politeness, cheerfulness and respect toward supervisors and fellow co-workers. Is cooperative, communicative, and a supportive team member

Examples of Needs Improvement:

- Failure to lend a hand when needed for the good of the group
- Failure to share information as appropriate
- Failure to contribute to a harmonious work setting (sharing inappropriate information)

Examples of Meets Standards:

- Assist others when requested in a supportive manner
- Sharing information (with people who need to know) in a professional and appropriate manner
- Using a pleasant manner with others
- Maintains composure – especially during stressful situations

Examples of Exceeds Standards:

- initiates unsolicited assistance when others need help consistently stepping forward in offering

F. Innovation: Adapts to change, new ideas, and methods

Examples of Needs Improvement:

- failure to change with the times
- failure to be supportive of the initiative (attempts to undermine)

Examples of Meets Standards:

- make attempts to implement an initiative in a reasonable time frame
- open to new techniques or strategies

Examples of Exceeds Standards:

- create or develop a new technique or strategy

- G. Self-Improvement:** Attends appropriate workshops and training to enhance work performance and utilizes information appropriately

Examples of Needs Improvement:

- failure to keep current with professional development activities
- failure to implement lessons learned

Examples of Meets Standards:

- apply information skills learned through professional development appropriately

Examples of Exceeds Standards:

- earning an advanced degree
- teaching a course, conducting workshops/training outside of the district
- participation in SACS peer review, external review teams, etc.

- H. Dependability:** Reports to work regularly and on time, and gives acceptable reasons for tardiness and absenteeism, which are communicated in advance, if possible.

Examples of Needs Improvement:

- Failure to keep absences to a minimum
- Failure to report work as required
- Failure to inform immediate supervisor of need to be absent in a timely manner

Examples of Meets Standards:

- Keeps absences to a minimum
- Reports to work and other activities as required

Examples of Exceeds Standards:

- Perfect Attendance
- Arrives early (10-15 minutes)

- I. Appearance:** Presents a clean, neat appearance at all times.

Examples of Needs Improvement:

- Failure to dress in an professional manner

Examples of Meets Standards:

- Presents self in professional manner

Examples of Exceeds Standards:

- N/A