PERFORMANCE REVIEW

The 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 as to how they can improve.

The 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 shall assure 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.

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Amended: July 8, 1996; December 8, 1997; November 30, 2000; July 8, 2004; February 26, 2009; April 23, 2015
Reviewed: November 8, 2012


Cross Ref.: GCM, Supervision of the Evaluation Process
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 his/her previous classification and/or other positions for which he/she is qualified. If another position is not secured, the employee is subject to termination under Policy GCP, Termination, Non-renewal, and Dismissal.

A. Probationary Terms

1. Licensed Staff (See Policy GCA)

Classified Employees (as defined 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 his/her 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 will meet 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.

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), an employee’s probationary period may be extended if he/she misses 10% 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.

B. Evaluation Period

Each classified employee who successfully completes the probationary period in a regular position prior to May 1, shall receive an annual performance review by June 1 of each year. Extensions to this deadline are authorized if specific reasons for the extension are given to the employee in writing. The performance review will be conducted by the principal/department head/designee. Reviews of performance may be conducted on a more frequent basis when desirable; however, reviews will not be held less frequently than once a year for classified staff.
Licensed staff reviews are conducted on a Division-established schedule permitted by state code. Extensions of these dates are authorized if specific reasons for the extension are given to the employee in writing.

C. Unsatisfactory Evaluation

Any employee who receives an overall unsatisfactory evaluation rating will be placed on a written Performance Improvement Plan (PIP). 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 successfully complete the POA may result in termination of the employee’s employment with Albemarle County Public Schools. Performance Improvement Plans are not considered disciplinary action, but may be used in conjunction with disciplinary measures.

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 a Board-approved Evaluation System.

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 the employee.