

PERFORMANCE APPRAISAL

DN
(LOCAL)

GENERAL PRINCIPLES	All non-teachers and other professional employees who work 20 standard hours or more per week shall be annually appraised in the performance of their duties and shall be provided assistance to improve job performance. The appraisal policies and regulations, annual Board-approved appraisal calendar, and District manuals shall govern the employee evaluation and appraisal system consistent with the general principles set out below.
DEFINITION— OTHER PROFESSIONAL EMPLOYEES	Other professional employees shall include school counselors, nurses, librarians, magnet coordinators, social workers, central office professionals, and other campus employees who are not appraised in the Teacher Appraisal and Development System (TADS) or the School Leader Appraisal System (SLAS).
CRITERIA	The employee's performance of assigned duties and other job-related criteria shall provide the basis for the employee's appraisal. Employees shall be informed of the criteria on which they will be appraised at the beginning of the appraisal year.
ANNUAL APPRAISAL TRAINING	All appraisers of non-teacher employees and all non-teacher employees shall participate in initial appraisal training and in an annual update appraisal training if available thereafter.
GOAL-SETTING AND BEGINNING-OF-YEAR CONFERENCE	Employees shall participate in a goal-setting conference at the beginning of the appraisal year with their assigned appraiser. Each employee shall develop an individual professional development plan that focuses on professional growth targets.
PERFORMANCE REVIEW	Appraisal ratings shall be based on the appraisal instrument and cumulative performance data gathered by supervisors throughout the year. Employees participating in the annual appraisal process shall have an end-of-year conference to discuss the written appraisal and may have as many conferences about performance of duties as the appraiser deems necessary or as requested by the employee.
NEW HIRES TO THE DISTRICT	An employee who was hired within 90 days of the end of the appraisal period shall not have an annual appraisal. [Refer to the annual Board-approved appraisal calendar.]
MISSED DEADLINES	In the event an appraisal deadline is missed by either the employee or appraiser, the appraiser shall document the reason in a memorandum to the employee and a copy shall be sent to the appraiser's manager. The appraisal process shall continue. A missed deadline shall not invalidate an appraisal document.
STANDARD HOURS CHANGE	An employee whose standard hours increase to 20 hours or more per week prior to 90 days until the end of the appraisal period shall be appraised. An employee whose standard hours increase to 20

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	hours or more per week within the 90 days until the end of the appraisal period shall not be appraised.
EMPLOYEE POSITION CHANGE	An employee whose position changes to a non-teacher position any time before the end of the appraisal period shall be appraised on the Non-Teacher Appraisal System.
DOCUMENTATION AND RECORDS	Official appraisal records shall be maintained throughout a person's employment with the District as outlined in the District's Records Management Manuals.
CONFIDENTIALITY	A document evaluating the performance of a teacher or administrator shall be confidential.
EMPLOYEE COPY	All employees shall receive a copy of their annual appraisal.
INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN	Every non-teacher employee shall have an Individual Professional Development Plan (IPDP) that sets a path for professional growth. The plan shall be developed collaboratively with the non-teacher employee and his or her appraiser near the beginning of the appraisal period and revisited as necessary throughout the year.
PRESCRIPTIVE PLAN FOR ASSISTANCE	<p>An appraiser may place an employee on a Prescriptive Plan for Assistance (PPA) at any time when performance or behavior becomes a concern as evidenced by observations, work products, and behavior aligned to the appraisal expectations.</p> <p>The PPA shall outline the areas for improvement identified by the appraiser, and specific developmental activities within the employee's plan shall be monitored.</p>
THIRD-PARTY INPUT	The appraiser shall verify and document third-party information that the appraiser and/or employee want to use as cumulative data. Any documentation that will influence the employee's annual appraisal ratings must be shared in writing with the employee within ten working days of the appraiser's knowledge of the occurrence. A parent or legal guardian must sign if the initiating party is under 18 years of age.
EMPLOYEE RESPONSE	Employees may submit a written response or rebuttal to their appraiser within ten working days of receipt of a written document. The appraiser will attach the employee's written response to the appraisal document.
APPLICATION OF ASSESSMENT SYSTEMS	All aspects of the appraisal systems shall be applied consistently and fairly to all employees. When an employee feels that any one of these procedures has been misapplied to him or her, a dispute may be filed in accordance with the Dispute Resolution Process at DGBA(LOCAL). However, unless the procedure in question was maliciously misapplied, applied in bad faith, or not applied by an

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appraiser, such misapplication or failure to follow the procedures shall not prevent or be any impediment to the Board or the Superintendent changing any employee's employment status under the terms of the employment contracts, if applicable, and state and federal laws.

COMPLAINTS

Employees may present complaints regarding the evaluation and appraisal process in accordance with the District's Dispute Resolution Process. [See DGBA(LOCAL)]

EFFECTIVE DATE

This policy shall be effective as of the adoption date: October 14, 2016.