

Classified Evaluation and Employment Training





What changes have been made to the Classified Evaluation?

- No longer will a numeric score be tied to the evaluation
 - Additional pay will no longer be granted.
 - Rubric has been revised
 - Final rating will be: Exceeds Expectation, Meets Expectation and Does Not Meet Expectations.
- * The process and deadlines have not changed.

How do I log into the evaluation?

- ▶ Go to the following link:

<https://workflow.stvrain.k12.co.us/Employee-Evaluations>

- ▶ Log in (same as email log in)

Employee Evaluations

The Evaluation is based on the premise that all employees have a commitment and responsibility to continued improvement in their performance. The purpose of the evaluation is to improve employees' job performance, skill, and expertise through a systematic and constructive evaluation system which:

- Provides an opportunity for the supervisor and the employee to mutually develop performance goals.
- Helps the supervisor in determining areas for improvement and assist in correcting deficiencies.

The immediate supervisor of the employee is the primary evaluator. For school-based staff, when the primary evaluator is not the principal, the supervisor must consult with or inform the principal on all evaluations.

Questions? Contact Human Resources

Questions? Contact HR at [email](#)



Employee Information

Employee Name:

Employee ID:

Evaluator Name:

Performance Accountabilities

Performance Ratings:

- Exceeds Expectations: Exhibits and remains current with in-depth knowledge of processes, procedures, skills, regulations, equipment, and materials.
- Meets Expectations: Demonstrates and applies the basic knowledge of the processes, procedures, skills, regulations, equipment, and materials necessary to perform the job.
- Does Not Meet Expectations: Is deficient in the necessary knowledge of the processes, procedures, skills, regulations, equipment, and materials necessary to perform the job.

Exceeds
Expectations

Meets
Expectations

Does Not Meet
Expectations

Attitude

Positive approach and disposition toward coworkers and / or job responsibilities.



Comments



Areas of Performance

- ▶ Attitude
- ▶ Communication
- ▶ Confidentiality
- ▶ Dealing with Change
- ▶ Initiative
- ▶ Knowledge of Equipment
- ▶ Knowledge of Materials and Skills
- ▶ Punctuality and Attendance
- ▶ Quality of Work
- ▶ Safety
- ▶ Teamwork
- ▶ Other





Professional Goal

- Each year a classified employee must have a Professional Goal. The goal has to be measurable and must be clear as to what the employee wants to improve on for the year.

Professional Growth Goal Examples

► Examples:

- By July 1, 20XX, create a list of all the keys assigned to my school and who has them. **Results:** I have a list of all keys assigned by the district locksmith and all the owners. We have 5 lost keys and I've notified the locksmith.
- I have to improve my on-time record for starting my assigned routes from 90% to 95% before Oct. 31, 20XX. **Results:** I reached a 96% on-time record by Sept. 30, and am now at 98%.



Improvement Plan

- An employee who's overall rating does not meet expectations or has scored "does not meet expectations" in 3 or more areas may be placed on an Improvement Plan for the following year. The Improvement Plan will take the place of the Professional Goal Plan.
- Should these employees continue employment for the following year, they will not receive any pay increase, should one be granted.

Logged in as Joseph McBreen

[Logout](#)[Blank Eval Form](#)[Improvement Plans](#)

Classified Evaluations

Showing evaluations for: [Delegate evaluations](#)[Create new evaluation for FY1617](#)

Last Name ▲	First Name ◆	Employee ID ◆	Position ◆	Status ◆	Date ◆	File ◆
No evaluations for period FY1617						

Questions? Contact Human Resources

Classified Evaluations

Creating New Evaluation

Cancel and return to list

Employee Information

Employee Department/Building: District Technology Services
Employee Name:
Employee Position:
Employee ID:
Employee Username:
Evaluator Name: Joseph McBreen

Performance Accountability

Performance Rating

Performance Summary (please include all significant aspects of this evaluation period)

Improvement Plan (for areas not meeting expectations)

[Create](#) an improvement plan for this employee.

Growth / Goals (please include goals for year currently being evaluated and for the upcoming year)

Save Progress

Submit

Questions? Contact Human Resources

Improvement Plans

Employee Information

Employee Name: Employee ID: Evaluator Name:
Department/Building: Position: Status:

Description of need for improvement plan:

Describe the problem(s) with enough depth to satisfy any HR questions

Improvement Goals and Milestones:

Complete? [Remove](#) Describe the goal that needs to be reached for improvement to be a success

[Add Goal](#)

Updates and observation comments:

Give an update on observed behavior related to the goal(s) above

On July 10, 2016 at 2:48 PM - Michael George wrote:

Previous comments will show be listed here!



Other Items to Discuss



PTO or Vacation Leave

- ▶ PTO/Vacation is a benefit to all employees who work more than 15 hours a week. Employee will accumulate leave equal to the number of hours that the employee is assigned to work each day.
- ▶ For any classified employee separating from the district, it is strictly prohibited to use any Leave (PTO/Vacation/Accrued Sick) beyond the employees last day worked.
- ▶ Vacation is granted to all 248 day employees. Vacation granted is based on the number of months of service. It will be accrued on a monthly basis.
- ▶ Beginning July 1, 2016, there is no longer a “used it or lose it” for 248 employees. There will be a 240 hour vacation leave balance.

Dock

- ▶ Leave without pay is not allowed under normal circumstances. If an employee is on a Leave of Absence they may go into an unpaid status for 10 days to qualify for sick leave bank.
- ▶ If an employee requires a salary dock and is not on an approved FMLA leave, their employment is no longer job protected.
- ▶ How to check leave balance in IV.



Leave of Absence

- ▶ An employee must be employed by the school district for at least 12 months immediately preceding the beginning of the leave, and the employee also must have worked at least 1,250 hours, including hours worked overtime, to qualify for FMLA. (Job protected)
- ▶ How to request a Leave of Absence
 - ▶ Notify supervisor 30-45 days prior to your expected leave.
 - ▶ Contact Rachel Romero - romero_rachel@svvsd.org – HR Department to review leave options
 - ▶ Complete Leave of Absence paperwork, including obtaining a certification from your Healthcare Provider
 - ▶ You will be informed if leave is approved or denied.
 - ▶ When you return from a leave of absence you must have your doctor submit a fit for duty certification.



TIMECLOCK PLUS

- When an employee is absent from work for any reason, the employee must submit an absence in TimeClock Plus and notify their immediate supervisor. It is required that all absences must be completed ahead of time or submitted upon return within five calendar days.
- Delays in submission of absence report affect accuracy of leave balances.
- All PTO outside of sick leave must be pre-approved by your supervisor. If your supervisor has not approved your request please make sure to contact them directly to verify leave has been approved.



INTERVIEWING AND POSTINGS

- ▶ Postings go up for 5 work days.
- ▶ Hiring managers must keep a list of all employees they interviewed for any positions for one full year from the time they interviewed for the vacant position.
- ▶ Internal candidates are NOT guaranteed an interview.

Overtime, Flex Time, and Comp. Time

- ▶ Non-exempt employees qualify for Overtime. However, overtime can only be completed after the supervisor has approved the request in writing. Employees must always give the rationale as to why it is necessary to request overtime.
- ▶ Flex Time – it is not to be used to accommodate or enable routine tardiness or failure to show up for scheduled work. It can not be carried over to the following week. Ex: Tuesday an employee worked 10 hours and was approved to only work 6 hours on Wednesday.
- ▶ Comp. Time involves allocation of additional paid time off from work in lieu of payment of overtime. It must have prior approval and must be used in the timeframe the supervisor has agreed upon in writing.



FRISK TRAINING

- Frisk is a tool to assist administrators with progressive discipline