

APPENDIX C

REQUIRED FORMS AND TIMELINES

REQUIRED FORMS	TIMELINE
<p>PLANNING PHASE for all employees</p>	<p>Commencing no later than June 30 of the closing year, and in conjunction with the End-of-Year Evaluation Conference. (An amended plan may be developed on or before September 15)</p>
<p>PLANNING FORM For completion</p> <p>EVALUATION FORM From previous year for reference</p>	<ul style="list-style-type: none"> ▶ Planning conference(s) between evaluator and employee shall be conducted. ▶ A written plan shall be developed using the Planning Form of the Performance Planning and Evaluation System. ▶ Subsequent formal Progress Conference(s) shall occur at the discretion of the evaluator according to the performance of the employee. ▶ The Progress Form and the Evaluation Form shall be discussed with the reviewer in advance of the Progress and Evaluation Conferences.
<p>Employees not on the regular schedule of planning and evaluation activities because of assignment to a new work location during the year shall be scheduled for a conference within two months of their initial planning conference to review performance to date.</p>	

APPENDIX C (cont.)

PROGRESS PHASE	By January 31:
<p>PROGRESS FORM for completion</p> <p>PLANNING FORM For reference and updating</p> <p>PROFESSIONAL IMPROVEMENT PLAN</p>	<ul style="list-style-type: none"> ▶ A mid-year Progress Conference shall be held with every employee. Copies of this completed Progress Form are to be filed in the evaluator’s and employee’s offices. ▶ For each employee whose overall performance rating is Unacceptable, a written Professional Improvement Plan shall be provided. This plan shall specify timelines and activities, which address the designated performance standards and/or competencies to be improved. A copy of the Progress Form and the Professional Improvement Plan Form shall be forwarded to the Office of Professional Standards. ▶ Any employee whose official performance rating is Unacceptable shall be notified of the possible recommendation for non-reappointment if unsatisfactory performance continues. <p>By April 15:</p> <ul style="list-style-type: none"> ▶ A Progress Form shall be completed and filed in the Office of Professional Standards for non-school site employees being recommended for non-reappointment who have been on a professional improvement plan. ▶ Evaluation of performance shall continue for the balance of the contract year.
<p>Employees not on the regular schedule of planning and evaluation activities because of assignment to a new work location during the year shall be scheduled for a conference within two months of their initial planning conference to review performance to date.</p>	

APPENDIX C (cont.)

EVALUATION PHASE	By June 30:
<p>EVALUATION FORM For completion</p> <p>PLANNING FORM From current year-for reference</p> <p>CHECKLIST for Non-School Site Employee's Evaluation Form</p>	<ul style="list-style-type: none"> ▶ An End-of-Year Evaluation Conference shall be conducted with the employee. ▶ Evaluation forms for all employees shall be completed and filed in Human Resources and in the office of the reviewer, evaluator, and employee. ▶ An initial Planning Form for the upcoming year shall be developed as part of the End-of-Year Evaluation procedure. (See Planning Phase timeline)