

CLASSIFIED PERSONNEL EVALUATION

The Muhlenberg School District recognizes the importance of good supervision and evaluation of the secretarial/clerical staff, the custodial/maintenance staff, cafeteria staff, and the instructional assistants in the efficient operation of the school district.

The Superintendent of Schools is responsible for the establishment of guidelines to ensure ongoing supervision and annual evaluation of all classified employees.

Resources: Section 514, Removal of Officers, Employees, etc., Pennsylvania School Code of 1949
Section 510, Rules and Regulations, Pennsylvania School Code of 1949
Contract between the Muhlenberg School District and the Muhlenberg Educational Support
Personnel Association

Policy: 4.25
Adopted: 12/18/85
Amended: 7/14/99
1/10/07

CLASSIFIED PERSONNEL EVALUATION

The term “Classified Employee” shall include all full-time and regular part-time secretaries, custodians, maintenance personnel, cafeteria personnel, and instructional assistants.

The term “Employee” used only hereafter shall refer to the above listed personnel.

I. Secretaries/Clerical Personnel

- A. Secretaries/Clerical Personnel will be rated annually in June by his/her immediate supervisor using the Secretarial/Clerical Personnel Performance Appraisal form. (See Attachment A)
- B. When necessary a review of job performance may be conducted by the immediate supervisor with a written progress report provided to each Employee.
- C. Evaluation appeals may be requested in writing by the Employee to his/her immediate supervisor’s immediate supervisor.

II. Custodians and Maintenance Personnel

- A. Custodians and maintenance will be rated annually in June by his/her immediate supervisor using the Custodian and Maintenance Personnel Performance Appraisal form (See Attachment B).
- B. When necessary a review of job performance may be conducted by the immediate supervisor with a written progress report provided to each Employee.
- C. Evaluation appeals may be requested in writing by the Employee to his/her immediate supervisor’s immediate supervisor.

III. Instructional Assistants

- A. Instructional assistants will be rated annually by their immediate supervisor using the Instructional Assistant Personnel Performance Appraisal form (Attachment C).
- B. When necessary a review of job performance may be conducted by the immediate supervisor with a written progress report provided to each Employee.
- C. Evaluation appeals may be requested in writing by the Employee to his/her immediate supervisor’s immediate supervisor.

IV. Cafeteria Personnel

- A. Cafeteria full-time and regular part-time employees will be rated annually by their immediate supervisor using the Cafeteria Personnel Performance Appraisal form (Attachment D).

- B. When necessary a review of job performance may be conducted by the immediate supervisor with a written progress report provided to each Employee.
- C. Evaluation appeals may be requested in writing by the Employee to his/her immediate supervisor's immediate supervisor.

V. General Guidelines

- A. Secretaries/Clerical Assistants and Instructional Assistants will be rated annually by his/her immediate supervisor.
- B. Building Supervisors and Head Cooks will rate Employees under their supervision in consultation with the building principal and the Building/Grounds/Transportation Coordinator and the Coordinator of Food Services respectively.
- C. Evaluation appeals not resolved as outlined in I.-C., II.-C., III.-C, and IV.-C., may be referred to the Superintendent.
- D. Needs improvement
 - 1. Prior to an employee receiving an overall "Needs Improvement" rating, the following steps must be followed:
 - a. Observations of the employee's performance must be conducted.
 - b. Each observation is to be followed by a conference. Specific suggestions to remediate weak areas in the employee's performance must be detailed in writing and discussed with employee.
 - c. The Building Principal or the employee may request another administrator to observe the employee.
 - 2. When an employee receives a year end "needs improvement" or "unsatisfactory" rating, the following steps must be followed as defined by Article XXVII Employee Collective Bargaining Agreement.
 - a. The employee shall not receive a salary increase for the subsequent year.
 - b. A "needs improvement" or "unsatisfactory" rating shall follow the following procedure:
 - (1) A meeting with Employee, Union, Supervisor, and Superintendent of Schools shall be scheduled.
 - (2) A rating plan shall be developed.

- (3) Within a three to six month period, the original “needs improvement” or “unsatisfactory” rating shall be re-examined and either becomes

“satisfactory” or “does not reach satisfactory.” In the event that after a three to six month period the evaluation does not become satisfactory, the “needs improvement/unsatisfactory” rated Employee shall have his/her salary frozen until such time as his/her rating becomes “satisfactory.”
 - (4) At the end of the first three to six month period, the Employee shall enter a second “needs improvement” plan with the Employee’s direct Supervisor and Superintendent of Schools. At the conclusion of a second three to six month period, the official rating shall become “satisfactory, “ in which case the Employee shall receive a salary increase (which salary increase shall be retroactive to the point of the time of the first “needs improvement/unsatisfactory” rating) or does not improve his/her rating in which case the Employee shall be terminated.
 - (5) Any evaluation can be appealed to the Superintendent for review and reconsideration.
 - (6) Any salary frozen during the second “needs improvement” plan will be made whole if the Employee is subsequently rated “satisfactory” and all lost pay will be restored.
- E. Suspension without Pay – Employees may be suspended from duty without pay after due notice, giving the reason therefore and after a hearing before the Board, for reasons listed in Item V.G. below. (See Article XII, Just Cause, of the contract between the Muhlenberg School District and the Muhlenberg Educational Support Personnel Association/PSEA.)
- F. Dismissal – The Board of School Directors shall, after due notice giving the reason therefore and after a hearing before the Board, have the right at any time to dismiss Employees for incompetency, neglect of duty, violation of any laws of the Commonwealth, or other improper conduct. (See Article XII, Just Cause, of the contract between Muhlenberg School District and the Muhlenberg Educational Support Personnel Association/PSEA.)

Administrative Procedures: 4.25
Adopted: 12/18/85
Amended: 7/14/99
1/10/07

MUHLENBERG SCHOOL DISTRICT

**PERSONNEL PERFORMANCE APPRAISAL
SECRETARIAL / CLERICAL PERSONNEL**

Employee Name _____

Conference Date _____

Position _____

School Year _____

	Unsatisfactory	Needs Improvement	Satisfactory
I. JOB PERFORMANCE			
A. Observance of school district policies and administrative/supervisory directives			
B. Attendance			
C. Punctuality			
D. Attitude on the job			
E. Dependability			
F. Initiative and resourcefulness			
G. Efficient use of resources			
H. Adjustment to condition of work			
I. Use of knowledge and skills			
J. Thoroughness and accuracy of work			
K. Acceptability of work done			
L. Maintains confidentiality of information			
II. RELATIONSHIPS WITH PEOPLE			
A. Cooperation with supervisor			
B. Relations with co-workers			
C. Effectiveness in dealing with people			
D. Effectiveness in dealing with students			
III. PRODUCTIVENESS			
A. Promptness of action			
B. Speed of work			
C. Amount of acceptable work produced			
D. Meets objectives			

V. OVERALL EVALUATION (The overall evaluation rating should be consistent with the above factor ratings and comments and should further reflect the relative importance of all these factors to the actual work requirements of the employee's specific job.)

_____ Satisfactory
_____ Needs Improvement
_____ Unsatisfactory

I certify that to the best of my knowledge and belief all entries made hereon are true and without prejudice or partiality.

(Signature of Supervisor)

(Date)

I have seen this completed appraisal (check ONE)

_____ I have attached a statement.

_____ I have no statement.

(Signature of Employee)*

(Date)

**Signature is an acknowledgement of receiving a copy of this report and does not imply agreement with the report.*

MUHLENBERG SCHOOL DISTRICT
PERSONNEL PERFORMANCE APPRAISAL
CUSTODIAN AND MAINTENANCE PERSONNEL

Employee Name _____

Conference Date _____

Position _____

School Year _____

	Unsatisfactory	Needs Improvement	Satisfactory
I. JOB PERFORMANCE			
A. Observance of school district policies and administrative/supervisory directives			
B. Attendance			
C. Punctuality			
D. Attitude on the job			
E. Dependability			
F. Initiative and resourcefulness			
G. Efficient use of resources			
H. Adjustment to condition of work			
I. Use of knowledge and skills			
J. Thoroughness; attention to detail			
K. Acceptability of work done			
L. Maintains confidentiality of information			
II. RELATIONSHIPS WITH PEOPLE			
A. Cooperation with supervisor			
B. Relations with co-workers			
C. Effectiveness in dealing with people			
D. Effectiveness in dealing with students			
III. PRODUCTIVENESS			
A. Promptness of action			
B. Speed of work			
C. Amount of acceptable work produced			
D. Meets objectives			

V. OVERALL EVALUATION (The overall evaluation rating should be consistent with the above factor ratings and comments and should further reflect the relative importance of all these factors to the actual work requirements of the employee's specific job.)

_____ Satisfactory
_____ Needs Improvement
_____ Unsatisfactory

I certify that to the best of my knowledge and belief all entries made hereon are true and without prejudice or partiality.

(Signature of Supervisor)

(Date)

I have seen this completed appraisal (check ONE)

_____ I have attached a statement.

_____ I have no statement.

(Signature of Employee)*

(Date)

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MUHLENBERG SCHOOL DISTRICT
PERSONNEL PERFORMANCE APPRAISAL
INSTRUCTIONAL ASSISTANT

Employee Name _____

Conference Date _____

Position _____

School Year _____

	Unsatisfactory	Needs Improvement	Satisfactory
I. JOB PERFORMANCE			
A. Observance of school district policies and administrative/supervisory directives			
B. Attendance			
C. Punctuality			
D. Attitude on the job			
E. Dependability			
F. Initiative and resourcefulness			
G. Efficient use of resources			
H. Adjustment to condition of work			
I. Use of knowledge and skills			
J. Thoroughness and accuracy of work			
K. Acceptability of work done			
L. Shares student information as requested			
M. Maintains confidentiality of information			
II. RELATIONSHIPS WITH PEOPLE			
A. Cooperation with supervisor			
B. Relations with co-workers			
C. Effectiveness in dealing with people			
D. Effectiveness in dealing with students			
III. PRODUCTIVENESS			
A. Promptness of action			
B. Accurately completes records in a timely manner			
C. Meets lesson objectives			

V. OVERALL EVALUATION (The overall evaluation rating should be consistent with the above factor ratings and comments and should further reflect the relative importance of all these factors to the actual work requirements of the employee's specific job.)

_____ Satisfactory
_____ Needs Improvement
_____ Unsatisfactory

I certify that to the best of my knowledge and belief all entries made hereon are true and without prejudice or partiality.

(Signature of Supervisor)

(Date)

I have seen this completed appraisal (check ONE)

_____ I have attached a statement.

_____ I have no statement.

(Signature of Employee)*

(Date)

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MUHLENBERG SCHOOL DISTRICT
PERSONNEL PERFORMANCE APPRAISAL
CAFETERIA PERSONNEL

Employee Name _____

Conference Date _____

Position _____

School Year _____

	Unsatisfactory	Needs Improvement	Satisfactory
I. JOB PERFORMANCE			
A. Observance of school district policies and administrative/supervisory directives			
B. Attendance			
C. Punctuality			
D. Attitude on the job			
E. Dependability			
F. Initiative and resourcefulness			
G. Efficient use of resources			
H. Adjustment to condition of work			
I. Use of knowledge and skills			
J. Thoroughness and accuracy of work			
K. Acceptability of work done			
L. Maintains confidentiality of information			
II. RELATIONSHIPS WITH PEOPLE			
A. Cooperation with supervisor			
B. Relations with co-workers			
C. Effectiveness in dealing with people			
D. Effectiveness in dealing with students			
III. PRODUCTIVENESS			
A. Promptness of action			
B. Speed of work			
C. Amount of acceptable work produced			
D. Meets objectives			

V. OVERALL EVALUATION (The overall evaluation rating should be consistent with the above factor ratings and comments and should further reflect the relative importance of all these factors to the actual work requirements of the employee's specific job.)

_____ Satisfactory
_____ Needs Improvement
_____ Unsatisfactory

I certify that to the best of my knowledge and belief all entries made hereon are true and without prejudice or partiality.

(Signature of Supervisor)

(Date)

I have seen this completed appraisal (check ONE)

_____ I have attached a statement.

_____ I have no statement.

(Signature of Employee)*

(Date)

**Signature is an acknowledgement of receiving a copy of this report and does not imply agreement with the report.*