

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.

Adopted: July 1, 1993

Amended: July 8, 1996; December 8, 1997; November 30, 2000; July 8, 2004; February 26, 2009

Legal Ref.: Code of Virginia, 1950, as amended, 22.1-293, 22.1-294, 22.1-295, Board of Education Guidelines for Uniform Performance Standard Evaluation Criteria for Teaching Administrators, and Superintendents

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 permanent staff member. Employees who have successfully completed the probationary period for one position will serve another probationary period if they move to another position. If the employee is not successful in completing this subsequent probationary period, the employee will be considered for any vacancies that occur in his/her previous classification and/or other positions for which he/she is qualified.

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A. Probationary Terms

1. Teachers (As defined in Policy GCA)

- a. Teachers who have not attained continuing contract status in another school division in the state must serve a probationary term of three (3) years in this school division subsequent to 1969 before being issued a continuing contract.
- b. Teachers who have attained continuing contract status in another school division in the state must serve a probationary term of one (1) year in this school division before being issued a continuing contract. The teacher must provide verification from officials in another school division in the state that the teacher attained continuing contract status in that division.
- c. As provided by regulations governing contractual agreements with professional personnel issued by the State Board of Education, only persons regularly employed full-time by the Albemarle County Public Schools as teachers, principals, assistant principals or supervisors shall be eligible for continuing contract status. In the event an employee with continuing contract status is reduced from full-time to part-time status, whether voluntarily or involuntarily, that person shall not retain continuing contract status but shall be deemed a probationary employee.

2. Administrative Employees (as defined in Policy GCA)

- a. Positions requiring State Licensure: Administrative personnel who have not attained continuing contract status with Albemarle County Public Schools in their administration position must serve a probationary term of three (3) years in such position in the school division.
- b. Positions not requiring State Licensure: The probationary term is a period of (6) months of continuous employment in one position.

3. 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 without further obligation. During the probationary period, the supervisor will meet with the new employee at the end of the third and sixth month in order to provide input about the employee's progress.
- b. 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 permanent position prior to May 1, shall receive an annual performance review by June 1 of each year. Teachers and administrative personnel shall receive an annual evaluation by June 1 of each year. Extensions of these dates are authorized if specific reasons are given to the employee in writing for an extension. 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, in no case will the review be held less frequently than once a year.

C. Unsatisfactory Evaluation

A classified employee who receives an overall unsatisfactory evaluation rating will be placed on a written Plan of Assistance (POA). 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 POA. Failure to successfully complete the POA may result in termination of the employee's employment with Albemarle County Public Schools.

D. Evaluation Systems

All employees who are subject to an evaluation process will be evaluated in accordance with a Board-approved Evaluation System.

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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 given to the employee.

Adopted: July 1, 1993
Amended: July 8, 1996; December 8, 1997; February 26, 2009
Reviewed: July 8, 2004

Legal Ref.: Code of Virginia Sections 22.1-70; 22.1-78; 27.1-79; 22.1-293, 22.1-294; 22.1-295; 22.1-303; 22.1-304; 22.1-305; 22.1-313; 22.1-315
Regulations of the Board of Education Governing Contractual Agreements
With Professional Personnel, VR 270-01-0042.

Cross Ref.: GBL, Personnel Records