

Subject: Introductory Period Policy

Effective Date: June 08, 2007

Approved By: Board of Directors

Policy: All new employees will receive a performance evaluation upon the completion of 90 days of employment. All employees promoted or transferred into a new position will receive a performance evaluation upon the completion of 90 days of employment in the new position. Without altering the “Employment at Will” policies and practices of the school, the first 90 days of employment in a position is herein referred to as the “Introductory Period.”

Procedure:

1. This policy applies to both exempt and non-exempt, full-time and part-time regular employees.
2. During the introductory period, the supervisor will work to orient an employee to the work requirements and expectations of the position and to determine whether or not the employee demonstrates satisfactory knowledge and skills in the performance of the work requirements and expectations of the position.
3. During the introductory period, the supervisor will observe and assess the employee’s job performance and work methods using the Introductory Performance Document (see Addendum A). Orientation, on-the-job training, counseling, and feedback are needed for normal job development. The supervisor should establish criteria derived from the position documentation to determine normal progress expected of a new employee. The employee’s performance is periodically evaluated against all criteria, both informally and formally. Problems and deficiencies, as well as successes, should be reviewed with employees with instructions provided on how to improve.
4. If the introductory employee’s ability or job performance is judged unsatisfactory by his/her supervisor, the employee may be terminated at any time, without advance notice,. The Executive Director may recommend termination; however, the School Board must approve all terminations. Human Resources shall be notified prior to the termination.

Original Policy 12/09/05
Revised Policy 06/08/07

Employee:

Position:

Date of Hire:

End of Introductory Period:

Please check one. Any rating of Unsatisfactory must have a written explanation.

Compliance with Rules/Regulations: Satisfactory Showing Progress
Unsatisfactory
(Follows job rules and regulations.)

Quality of Work/Productivity: Satisfactory Showing Progress
Unsatisfactory
(Meets established standards for quality of work and meets acceptable standard of work completion.)

Knowledge of Work: Satisfactory Showing Progress
Unsatisfactory
(Grasps and carries out job duties/responsibilities in a satisfactory manner.)

Communication: Satisfactory Showing Progress
Unsatisfactory
(Readily shares knowledge and information; employs effective, accurate, appropriate and timely communication strategies and mechanisms with peers, supervisors, students, parents and other stakeholders.)

Ability/Technical Skills: Satisfactory Showing Progress
Unsatisfactory
(Demonstrates needed skills and abilities to perform job in a satisfactory manner.)

Judgment: Satisfactory Showing Progress
Unsatisfactory
(Shows good judgment while dealing with staff and parents; exercises appropriate decision making.)

Work Attitude/Initiative: Satisfactory Showing Progress
Unsatisfactory
(Demonstrates a positive attitude and shows enthusiasm, self motivation and interest in a job well done.)

Working Relations/Cooperation: Satisfactory Showing Progress
Unsatisfactory
(Demonstrates ability to work well with others and co-partner effectively with staff and families.)

Accountability/Dependability Satisfactory Showing Progress
Unsatisfactory
(Shows ability to plan and execute responsibilities in a timely and reliable manner.)

Job Focus/Attendance/Punctuality: Satisfactory Showing Progress
Unsatisfactory
(Meets established standards for on-the-job focus and attendance and punctuality at job site and events.)

OVERALL: Satisfactory Showing Progress
Unsatisfactory

Comments:

In signing below I understand and acknowledge the following: 1) My supervisor has reviewed and discussed this introductory performance evaluation with me; 2) A copy of this introductory performance evaluation will be placed in my personnel file; 3) I have received a copy of this introductory performance evaluation; 4) I am aware that I may write a rebuttal to this introductory performance evaluation at any time. This rebuttal will be placed in my personnel file.

Employee

Date

Supervisor

Date

Return to Human Resources.

Office Use Only: Date Introductory Performance Document Received _____

Note: This page is to be utilized by supervisors and managers when an employee receives any "Unsatisfactory" rating(s) on the Introductory Performance Evaluation Report.

- 1. This employee's specific area(s) of improvement is/are:**

- 2. This employee has already received the following assistance:**

- 3. This employee will receive the following assistance in the future:**

- 4. This employee is required to meet the following expectations:**

- 5. This employee must show substantial progress in performance for area(s) of improvement by: _____**

- 6. This evaluation conference was held on:**

- 7. The next evaluation conference shall take place on or about _____, however, unscheduled evaluations may occur sooner.**

Employee

Date

Supervisor

Date

Signature only denotes employee has reviewed, discussed and received a copy of this addendum to the introductory performance evaluation. It does not necessarily indicate complete agreement with all factors of the evaluation. A copy of this evaluation will be placed in employee's personnel file.