

Monroe County Policy GCN/GDNA-1

SERVICE EVALUATIONS FOR CLASSIFICATIONS OF: BUS OPERATOR, MECHANIC, COOK, ACCOUNTANT and ACCOUNTS PAYABLE SUPERVISOR

The Board of Education through the powers derived from the West Virginia Code, is responsible for the employment and discharge of all personnel. To carry out this responsibility, it delegates to the Superintendent the function of establishing and implementing a program of personnel assessment among all employees. Evaluations shall be conducted of each and every service personnel staff member, and shall address all levels of responsibilities found in West Virginia Department of Education Policy 5314. In particular, as it relates to the evaluation process of county bus operators, mechanics, cooks, licensed practical nurses, and accounts payable secretary, the Board and Superintendent believe that it is in the school system's best interest for their direct supervisors, specifically the Director of Transportation (bus operators and mechanics), the Director of Child Nutrition (cooks), and Treasurer (accounts payable secretary), and School Nurse (licensed practical nurses) to serve as the evaluator (including conducting observations, completing evaluations, and writing and monitoring improvement plans) for these employees.

In an effort to ensure that these designated service personnel classifications have a full understanding of this evaluation policy and procedures, an evaluation orientation shall be convened at the beginning of the employment term. The orientation shall be held at the beginning of the employment period. These classifications shall be provided a copy of this policy and the evaluation instrument.

As with all service personnel staff members, these service classifications shall be given a copy of any documents relating to his/her performance which are to be placed in the personnel file. The Directors shall share the evaluation with the employee during a scheduled conference within five (5) working days of the observation or evaluation. At that time a signed copy of the evaluation shall be given to the employee. Additional conferences may be held on an as-needed basis as determined by the respective Director.

The employee shall sign the evaluation form denoting the Director has reviewed the evaluation with the employee and the employee has received a copy. The signature does not imply concurrence with the findings. The employee also has the right to attach a statement to the evaluation.

For these service classifications, two required evaluations are to be completed and turned into the county office each school year; the first prior to December 1, and the second prior to June 1.

Additional evaluations may be completed at any time during the school year.

An Improvement Plan shall be developed by the respective Director and the employee when performance is unsatisfactory in any area of the job description.

Adopted by Board Action: August 16, 2016