

VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND

Title: Performance Planning and Evaluation

Policy Number: HR005

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Proponent: Human Resource Director

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POLICY

The Virginia School for the Deaf and the Blind (VSDB) shall provide an effective means for evaluating the work performance of employees in order to improve the quality of student services. The VSDB shall comply with all policies and procedures of the Department of Human Resource Management Policy No. 1.40, Performance Planning and Evaluation, and Policy No. 1.45, Probationary Period. The additional procedures are unique to the school organizational structure and supplement the DHRM policies and procedures.

The Virginia Personnel Act, Title 2.2, Code of Virginia
Chapters 15 and 19, Title 22.1, Code of Virginia

Virginia Department of Human Resources Management, Policy and Procedures Manual:

- Policy 1.40, Performance Planning and Evaluation
- Policy 1.45, Probationary Period
- Policy 1.60, Standards of Conduct
- Policy 3.05, Compensation

The Virginia School for the Deaf and the Blind Policy Manual:

- Policy Number: HR004, Standards of Conduct

The Virginia School for the Deaf and the Blind Salary Administration Plan

The Virginia School for the Deaf and the Blind Teacher Performance Evaluation System Handbook

DEFINITIONS

Classified Employees – Employees who occupy positions within the occupational families that are listed in the Commonwealth’s Compensation Plan, and who are covered by the Virginia Personnel Act, as found in Title 2.2 of the Code of Virginia, once they have completed the probationary period.

Faculty – Employees who occupy positions which require contracts as provided in Chapter 19, Title 22.1 of the Code of Virginia. The positions are designated by an “F” as the first character in the position number.

Wage Employees – Employees not covered by the Virginia Personnel Act, (also referred to as hourly, P-14, or WE-14 employees), who are non-exempt for purposes of overtime compensation, and who are used to supplement the work force during seasonal or temporary workloads, to provide interim replacements, or to perform short-term projects or other jobs that do not require full-time classified employees. The positions are designated by a “W” as the first character in the position number.

PROCEDURES

Classified Positions

The performance cycle for classified employees normally begins October 25th and ends October 24th of the following year.

Probationary Employees – Probationary employees serve at the will of the agency. They are not subject to the Standards of Conduct and are not eligible to use the Grievance Procedure. Any probationary employee whose work performance indicates inadequate or unsatisfactory service may be terminated at any time. The evaluation of these employees is governed by DHRM Policy No. 1.45, Probationary Period, except as indicated below:

- A performance plan shall be completed no later than 30 days after entering the position. This performance plan shall remain in effect until the employee receives an annual evaluation on the Employee Work Profile (EWP) form.
- The supervisor shall complete a Probationary Progress review at three months, six months, nine months, and a final review approximately three weeks prior to the completion of the employee’s probationary period. If the employee completes their probationary period between July 25 and October 24, the EWP Performance Evaluation section will be used for their final evaluation. Employees who work 9.5 or 10 months will receive a final review in lieu of the 9-month review.
- Probationary employees shall be eligible to receive performance increases on the performance increase effective date as indicated below:

<u>Hire or Rehire Date</u>	<u>Percentage Increase</u>
Oct 25 – Jan 24	100% of rate for Contributor or Extraordinary Contributor
Jan 25 – Apr 24	75% of rate for Contributor
Apr 25 – Jul 24	50% of rate for Contributor
Jul 25 – Oct 24	0% of rate for Contributor

Non-Probationary Employees – The evaluation of these employees is governed by DHRM Policy No. 1.40, Performance Planning and Evaluation except as indicated below:

- A performance plan shall be completed within the first 30 days of the performance cycle, which begins October 25th of each year.
- Any rating of “Extraordinary Contributor” or “Below Contributor” must be reviewed by the Director of Human Resources along with supporting documentation before it is presented to the employee.

Faculty Positions

The performance cycle for faculty begins at the beginning of the contract year, normally in August, and ends at the end of the contract year, normally in June. This cycle is either 10 or 11 months depending on the length of the contract.

- The performance evaluation process for teachers is explained in the VSDB Teacher Performance Evaluation System Handbook.
- For all non-teaching faculty, a performance plan shall be established within the first 30 days of the contract year.

Faculty on Probationary Contract – New faculty shall be placed on a probationary contract for five years as provided in Chapter 15, Title 22.1, of the Code of Virginia, except that faculty who have achieved continuing contract status in another school division in the Commonwealth shall be required to serve a two -

year probationary period. **The Superintendent may, in the event of exceptional performance, offer a continuing contract after the successful completion of three consecutive years for new faculty or one year for faculty who had achieved continuing contract status in another school division.**

- New employees shall be assigned a mentor to assist them during their probationary period.
- Probationary employees shall be evaluated using the Probationary Progress Review at three months, six months and nine months during the first year of employment.
- During each subsequent year of employment under a probationary contract, the employees shall receive an interim evaluation at the end of the first school semester and an annual evaluation using the EWP at the end of the contract year.
- During the first year of employment, probationary employees shall be eligible to receive performance increases on the performance increase effective date as indicated in the chart below:

<u>Hire or Rehire Date</u>	<u>Percentage Increase</u>
Oct 25 – Jan 24	100% of rate for Contributor or Extraordinary Contributor
Jan 25 – Apr 24	75% of rate for Contributor
Apr 25 – Jul 24	50% of rate for Contributor
Jul 25 – Oct 24	0% of rate for Contributor

- After the first year of employment, probationary employees are eligible for the entire amount of any authorized performance increase based upon their evaluation.
- Probationary employees may not avail themselves of the state grievance procedure.

Faculty on Continuing Contract – Faculty on continuing contracts shall receive an interim evaluation at the end of the first school semester and an annual evaluation using the EWP at the end of the contract year. Any rating of “Extraordinary Contributor” or “Below Contributor” must be supported by appropriate documentation before it is presented to the employee. The rating of “Extraordinary Contributor” must be supported by an Acknowledgement of Extraordinary Contribution Form. The rating of “Below Contributor” must be supported by a Notice of Notice of Improvement Needed/Improvement Plan Form.

Nonrenewal of Contract – If the faculty member’s performance during the probationary period is not satisfactory, the employee shall not be offered a contract for the following year. Once the superintendent makes the decision regarding the nonrenewal of the contract of an employee who has not achieved continuing contract status, the superintendent shall notify the employee in writing of the decision. This notification shall include the specific reasons for this decision and any supporting documentation. Within ten days after receiving this notice, the faculty member may request, by notification in writing, a conference before the superintendent.

- Upon such request, the superintendent shall set a date for the conference, which shall be within thirty days of the request, and shall give the employee at least fifteen days’ notice of the time and place of the conference.
- The conference shall be before the superintendent or designee. No such designee shall have recommended to the superintendent the nonrenewal of the faculty member’s contract. The faculty member and the person or persons who recommended the nonrenewal of the contract to the superintendent or a representative of either or both, shall be allowed to participate in the conference, but no such representative shall be an attorney. If the conference is before a designee of the

superintendent, the designee shall communicate his recommendations to the superintendent and to the faculty member.

- The conference shall be confidential and no written or oral communication of such conference shall be made to anyone other than the VSDB Board of Visitors, in executive session, and employees of the VSDB having an interest therein; however, both the faculty member and the superintendent, upon request, may provide the reasons for the nonrenewal to a potential employer of the faculty member.
- The superintendent shall notify the faculty member, in writing, of his decision regarding the contract within ten days after the conference.
- The decision of the superintendent is appealable, in writing, to the VSDB Board of Visitors within ten days of receipt of the decision by the superintendent. The board or its Executive Committee, meeting in executive session, shall review the information provided by the superintendent and the faculty member, and make a final decision regarding the nonrenewal of the contract. This decision shall be made as soon as practicable, but no later than the expiration of the faculty member's current contract.

The provisions concerning nonrenewal of contract shall be inapplicable when a decrease in enrollment or the abolition of a particular subject or reduction in the number of classes offered in a particular subject causes a reduction in the number of faculty; however, a statement to that effect shall be placed in the personnel file of each faculty member whose contract is not renewed for any such reason. The intent of this section is to provide an opportunity for a probationary employee to discuss the reasons for nonrenewal with the superintendent or his designee, and is meant to be procedural only. Nothing contained herein shall be taken to require cause for the nonrenewal of the contract of a faculty member who has not achieved continuing contract status nor shall the failure of the board or the superintendent to comply with any time requirement herein constitute a basis for continued employment of the faculty member. Probationary faculty whose contracts are not renewed do not have access to the grievance procedure.

Wage Positions

Wage employees have no guarantee of employment for a particular term, serve at the pleasure of the appointing authority, and may be terminated from employment at any time. They are not subject to disciplinary action under the Standards of Conduct and are not eligible to use the Grievance Procedure. However, wage employees are expected to maintain the same professional conduct and work standards as classified employees. Supervisors should counsel wage employees to correct work deficiencies; however, any wage employee whose work performance indicates inadequate or unsatisfactory service may be terminated at any time. Wage employees shall be evaluated as indicated below:

- The performance cycle for wage employees is from July 1 to June 30 of each year. For wage employees who only work the academic school year, the performance cycle is from the beginning to the end of the school year.
- Performance plans shall be established within the first 30 days of the performance cycle or within 30 days of hire using Part I of the Wage Performance Planning and Evaluation Form at Attachment 1.
- Performance evaluations shall be conducted at the end of the performance cycle using Part II of the Wage Performance Planning and Evaluation Form. Employees who have worked fewer than 10 days in the performance cycle do not require an evaluation; however, the supervisor should consider terminating their employment if they are no longer needed.

Appeals

If an employee disagrees with an evaluation and cannot resolve the disagreement with the supervisor, the employee may appeal to the reviewer for another review of the evaluation. Employees must submit written requests for appeal to their supervisors within ten workdays of the initial performance meeting. The reviewer should discuss an employee's appeal with the supervisor and the employee. After discussion of the appeal, the reviewer should provide the employee with a written response within five workdays of receiving it and provide a copy of the response to the employee's supervisor. The response should indicate one of the following options:

- The reviewer agrees with the evaluation.
- The supervisor will revise the evaluation.
- The supervisor will complete a new evaluation.
- The reviewer will revise the evaluation.
- The reviewer will complete a new evaluation.

The Director of Human Resources is responsible for interpretation of this policy. Questions regarding the application of this policy should be directed to the Office of Human Resources.

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VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND
PERFORMANCE PLANNING AND EVALUATION

WAGE (HOURLY/P-14) EMPLOYEE

Employee Name: _____ Employment Date: _____

Position Title: _____

Position Number: _____ Department: _____

Performance Evaluation Period: _____

PART I – Work Description/Performance Plan

1. Knowledge, Skills, Abilities and/or Competencies required to successfully perform the work:
2. Education, Experience, Licensure, Certification required for entry into position:
3. Brief Description of Job Duties:
4. Employee Development Plan: (This section must include the personal learning goals of the employee and the training, learning steps and resource needs in order to accomplish these goals. These goals should address any deficiencies in the knowledge, skills and abilities of the employee as well as training required for licensure, certification, or to meet standards for OSHA and the Interdepartmental Regulation of Children’s Residential Facilities.)
4.a. Personal Learning Goals:
4.b. Training, Learning Steps and Resource Needs:

I have reviewed this document, discussed the contents with my supervisor, and acknowledge this with my signature.

Employee’s Name

Signature

Date

Supervisor’s Name

Signature

Date

VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND
PERFORMANCE PLANNING AND EVALUATION

WAGE (HOURLY/P-14) EMPLOYEE

PART II – Performance Evaluation

5. Performance areas fully meeting job responsibilities and expectations:
6. Performance areas identified for improvement needed:
7. Employee Development Results (e.g., training and professional development, ASL training, licensure, certification):
8. Overall Performance:
9. Employee's Comments:

I have reviewed this document, discussed the contents with my supervisor, and acknowledge this with my signature. My signature does not necessarily indicate that I agree with my supervisor's assessment of my performance.

Employee's Name

Signature

Date

Supervisor's Name

Signature

Date