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# AGREEMENT

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STATE EMPLOYMENT  
RELATIONS BOARD

2011 JUN 30 P 12:42

**BETWEEN**

**WESTERN BROWN  
SCHOOL EMPLOYEES  
ORGANIZATION**

**AND**

**WESTERN BROWN  
BOARD OF EDUCATION**

**JULY 1, 2011 - JUNE 30, 2014**

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## ARTICLE I - RECOGNITION

- 1.01 UNIT DEFINED:** The Board recognizes the Western Brown School Employee Organization, hereinafter referred to as the "Organization," an affiliate of the Ohio and National Organizations, as the sole and exclusive representative for all regular non-teaching school employees as defined in RC 3319.081, et. seq., employed by the Western Brown Local School District but excluding substitute employees, confidential employees, administrators and supervisors as defined in the Act.
- 1.02 MANAGEMENT RIGHTS:** The Union agrees that the Board retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon it without limitation except to the extent that the exercise of said authority is in conflict with a provision of this contract.
- 1.03 IMMEDIATE SUPERVISOR DEFINED:** The Superintendent shall distribute the district organizational chart to each employee at the beginning of each school year. Additionally, the Superintendent shall distribute an "immediate supervisor listing" which shall list each bargaining unit member and the employee's immediate supervisor.

## ARTICLE II - NEGOTIATIONS PROCEDURE

- 2.01 DIRECT REQUESTS:** A written request for a meeting will be submitted by the Organization to the Superintendent or by the Superintendent to the President of the Organization on or after April 1 during the year the contract expires or for a re-opener as provided herein.
- 2.02 NEGOTIATION MEETING:** The first meeting for the purpose of exchanging proposals and determining ground rules shall occur within fifteen (15) working days from the date of the request. Subsequent meetings shall be agreed to at the first meeting at a time, date and place as mutually agreed.
- 2.03 PUBLIC RELEASE:** All negotiations shall be held in executive session. News release shall be made by either party only through mutual consent.
- 2.04 NEGOTIATIONS TEAMS:** Each team shall consist of up to five (5) members. Each team shall select their respective representatives. Each team shall be clothed with the authority and responsibility to negotiate for their respective members.
- 2.05 LIMITED RIGHT TO STRIKE:** In the event all the impasse procedures set forth in this contract and required by state law have been fully completed and no agreement has been reached between the parties and the effective date of the contract provisions being negotiated pursuant to this re-opener have expired, and/or the entire contract has expired and the Organization has given the statutory notice to strike required by Chapter 4117 of the Ohio Revised Code, then, in that event only, the Organization shall have the right to strike.
- The Union agrees that it shall not engage in any strike which is part of a workday and if its membership returns to work after being on strike, the Union members shall perform all of the contractual duties for a period of at least ten (10) calendar days before engaging in any further strike activity.

- 2.06 DISAGREEMENT:** The parties agree that this provision is the mutually agreed upon dispute settlement procedure pursuant to ORC 4117.14(E).
- 2.061 IMPASSE:** The parties agree to negotiate in good faith. If an agreement cannot be reached on certain items during negotiations, either party may declare impasse no sooner than forty-five (45) calendar days prior to the expiration date set forth in Article XI of this agreement.
- 2.062 MEDIATION:** At any time after impasse has been declared, either party may request the services of the Federal Mediation and Conciliation Service (FMCS) to provide a mediator to assist the parties in reaching agreement.
- 2.063 COSTS OF MEDIATION:** Each party shall bear its own costs incident to mediation and shall share equally any direct costs charged by FMCS, if any.
- 2.07 AGREEMENT:** When tentative agreement has been reached on an item it shall be reduced to writing, signed and dated by each party.
- 2.071 PACKAGE VOTE:** Those items that have been agreed to by the parties in 2.07 shall be considered as a package. The items included in the package of 2.07 shall be voted upon in its entirety.
- 2.072 VOTING BY PARTIES:** The items set forth in 2.07 shall be voted upon by the Organization. The results of voting shall be presented to the Superintendent by the Organization. If the Organization approves the package, the Board shall vote on the package at its regular or special board meeting.
- 2.073 IMPLEMENTATION OF PACKAGE:** If both parties ratify the package, the items in the package shall be enacted in accordance to the time set forth in each item.
- 2.074 REJECTION OF PACKAGE:** In the event either party rejects the package in 2.07, those items shall be submitted to the mediation proceeding set forth in Article 2.06 of this agreement.

### **ARTICLE III - ORGANIZATION RIGHTS**

- 3.01 ACCESS TO THE SCHOOL BUILDINGS AND FACILITIES:** The Organization shall have the right to use school buildings in conformance with existing Board policy upon request and approval from the building principal or Superintendent at all reasonable hours for meetings. No charge shall be made for the use of school buildings unless special custodial assistance is requested.
- 3.011 USE OF EQUIPMENT:** Members of the Organization may use school typing, duplicating, copying and audiovisual equipment for Organization purposes provided that it's requested and receive permission in advance from the building principal and provided that it reimburses the Board for the actual cost of supplies for photocopying.

**3.012 MAILBOXES/BULLETIN BOARDS:** The Organization may use the mailbox for Organization material and may use a bulletin board in each building for Organization material.

**3.02 ORGANIZATION REPRESENTATIVE ACCESS:** Duly authorized representatives of the Organization's affiliate shall be permitted to transact official business on school property at all reasonable times after checking in with the principal and stating the reason for the visit. Said business shall occur only during break/meal periods. However, the interruption of a staff member who is in the process of fulfilling his/her contractual responsibilities shall be strictly prohibited.

**3.03 ORGANIZATIONAL RELEASED TIME:** The Organization may use a collective total of three (3) days per year without loss of pay for its officers or representative to conduct Union business or represent Union members at arbitration hearings.

**3.04 BOARD AGENDA:** The Organization shall be given advance copies of the Board agenda not less than twenty-four (24) hours prior to the meeting in question, unless said agendas are not yet completed in which case, they shall be provided to the Organization at the earliest possible time after completion. The Organization shall be granted open access to all items of public information and shall be provided upon request copies of minutes, personnel actions, and financial documents which have been acted upon by the Board.

**3.05 ORGANIZATION DUES DEDUCTION:** The Treasurer of the district will deduct the total professional dues from any employee's salary and forward same to the Organization, with the exception of the procedures set forth below, if the employee requests said deduction in writing by October 30 of each school year.

**3.051 SCHEDULE OF DEDUCTIONS:** The first deduction will be made from the second paycheck in November and will be held in equal amounts through the first pay in June.

**3.052 FORWARDING DUES TO ORGANIZATION:** The Treasurer of the district shall forward to the Treasurer of the Organization the total United Education Profession dues by no later than the last working day of a month in which dues are to be deducted.

**3.053 CONTINUING ENROLLMENT:** Dues deduction and membership authorization shall be continuous once requested for the duration of this negotiated agreement, except that such authorization may be revoked by the employee, in writing, from the opening day of school for the staff until September 15 during the first year of this negotiated agreement. Upon enrollment, the Association will notify the employee that enrollment will be continuous throughout the duration of this negotiated agreement. The dues deduction authorization provided for herein, shall not be revoked except during the open period set forth above. A bargaining unit member shall give written notice to the Treasurer of the Board and to the Treasurer of the Association to discontinue such deductions during the window period.

**3.06 LABOR-MANAGEMENT COMMITTEE:** The Board and the Organization agree to meet monthly to discuss matters of mutual concern. The parties shall meet on the fourth Wednesday of the month except as otherwise mutually agree. The President of the Organization and the Superintendent shall mutually agree on the time and place of the meeting. Agenda items shall be submitted by the third Wednesday of the month at which time the agenda shall be distributed to both parties. If no items are submitted for the agenda, no meeting need be held. This does not limit the parties agreeing to meet to discuss items that may arise after the agenda deadline. No more than four persons shall represent each party which should include the President of the Organization and the Superintendent.

**3.07 FAIR SHARE FEE**

The Board shall deduct from the pay of members of the bargaining unit who elect not to become or to remain members of the Association, a fair share fee for the Association's representation of such non-members during the term of this contract.

**3.071 NOTIFICATION OF THE AMOUNT OF FAIR SHARE FEE**

Notice of the amount of the annual fair share fee, shall be transmitted by the Association to the Treasurer of the Board on or about September 30<sup>th</sup> of each year during the term of this Contract for the purpose of determining amounts to be payroll-deducted, and the Board agrees to promptly transmit all amounts deducted to the Association.

**3.072 SCHEDULE OF FAIR SHARE FEE DEDUCTIONS**

**A. ALL FAIR SHARE FEE PAYORS**

Payroll deduction of such annual fair share fees shall commence on the first pay date which occurs on or after January 15<sup>th</sup> annually. In the case of unit employees newly hired after the beginning of the school year, the payroll deduction shall commence on the first pay date on or after the later of:

1. Sixty (60) days employment in a bargaining unit position or
2. January 15<sup>th</sup>

**B. UPON TERMINATION OF MEMBERSHIP DURING THE MEMBERSHIP YEAR**

The Treasurer of the Board shall, upon notification from the Association that a member has terminated membership, commence the deduction of the fair share fee with respect to the former member, and the amount of the fee yet to be deducted shall be the annual fair share fee less the amount previously paid through payroll deduction. The deduction of said amount shall commence on the first pay date occurring on or after forty-five (45) days from the termination of membership.

### **3.073 TRANSMITTAL OF DEDUCTIONS**

The Board further agrees to accompany each transmittal with a list of the names of the bargaining unit members for whom all such fair share fee deduction were made, the period covered, and the amount deducted for each.

### **3.074 PROCEDURE FOR REBATE**

The Association represents to the Board that an internal rebate procedure has been established in accordance with Section 4117.07 (C) of the Revised code and that a procedure for challenging the amount of the representation fee has been established and will be given to each member of the bargaining unit who does not join the Association and that such procedure and notice shall be in compliance with all applicable state and federal laws and the Constitutions of the United States of the State of Ohio.

### **3.075 ENTITLEMENT TO REBATE**

Upon timely demand, non-members may apply to the Association for an advance reduction/rebate of the fair share fee pursuant to the internal procedure adopted by the Association.

### **3.076 EXCLUSIONS**

Any bargaining unit member employed during the 2009-2010 school year that was not a member of the Western Brown School employees Organization will be grandfathered in and will not be subject to the Fair Share Fee provision of this contract. However, if a grandfathered employee elects to become a member in the future, they then shall have waived their rights to be excluded from this provision and will be subject to the Fair Share Fee if they choose to no longer be a member of the Association.

## **ARTICLE IV - GRIEVANCE PROCEDURE**

- 4.01 GRIEVANCE POLICY:** The Board recognizes that in the interest of effective personnel management, a procedure is necessary whereby its employee members can be assured of a prompt, impartial, and fair hearing on their grievances. Such procedures shall be available to all employees of the bargaining unit and no reprisals of any kind shall be taken against any employee initiating or participating in the grievance procedure.
- 4.02 GRIEVANCE DEFINED:** A grievance shall be defined to be an alleged violation, misapplication and/or misinterpretation of the contract.
- 4.03 PURPOSE AND OBJECTIVES:** The primary purpose of this procedure shall be to obtain at the lowest administrative level and in the shortest period of time, equitable solutions to grievances, which may arise from time to time. Both the Board and Organization agree that grievances proceedings shall be handled in a confidential manner and that all hearings shall be private and in executive session.

**4.04 RIGHTS OF THE GRIEVANT AND THE ORGANIZATION:** The Organization will designate one or more representatives for processing grievances. The name of the designated representative shall be given to the Superintendent within five (5) working days after such designation.

**4.041 REPRESENTATION:** A grievant shall appear in his/her own behalf and be represented at each level of the grievance procedure. No grievance hearing or adjustment of a grievance shall take place without the presence of the Organization.

Further, no grievance resolution shall be made without the knowledge of the Organization.

The grievant shall have the right to representation of his/her choosing at all levels of the grievance procedure. If a grievant chooses to be represented at any level of the grievance procedure, then the administrator hearing the grievance at that level shall also have the right to have an observer of his/her choice to observe the grievance hearing. However, if the grievant utilizes the services of a person other than the Organization or its representative, the grievant shall be totally responsible for all expenses incurred.

**4.042 NOTICE OF MEETINGS/DECISION IN WRITING:** The President of the Organization shall receive prior notice of each meeting held to resolve a grievance. Decisions rendered at each level will be made in writing on the form hereto attached setting forth the decision and the reasons therefore, and will be transmitted promptly to all parties in interest, to the President of the Organization and the administrator involved.

**4.043 DUE PROCESS:** Formal hearing held under Section 4.062 and 4.063 Level Three shall be structured so that due process under the circumstances and representation is accorded both sides. Each hearing shall have provisions for initial presentation of grievant's case, presentation of administration's case, cross-examination and/or questioning, and final summaries, with either party having the right to waive any or all of the foregoing.

**4.044 MEETING TIME AND PLACE:** Hearings held under the grievance procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, entitled to be present to attend.

**4.045 ORGANIZATIONAL GRIEVANCE:** The Organization shall have the right to file a grievance, if the subject matter concerns the Organization, its officers, representatives of the Organization or two (2) or more members of the bargaining unit.

**4.046 GRIEVANCE WITHDRAWAL:** Nothing in this contract shall bind the Organization from exercising discretion in resolving to pursue or not to pursue a grievance at any level. A grievance may be withdrawn at any level without prejudice or record.

- 4.047 GRIEVANCE RECORDS:** No records, documentation or communication concerning a grievance will be placed in the personnel file of an individual grievant, unless said individual grievant requests otherwise. No person shall be discriminated against as the result of filing a grievance.
- 4.048 NOTIFICATION TO ORGANIZATION:** The President of the Organization shall be notified of the filing of all grievances and shall receive a written copy of all the written actions taken by the grievant and the administration.
- 4.05 TIME LIMITS:** The number of days indicated at each step is considered a maximum. The time limits specified, however, may be extended by written agreement of the parties in interest.
- 4.051 INITIATING GRIEVANCE:** If any grievance is not initiated within fifteen (15) working days after the grievant knew or reasonably should have know of the event or condition upon which it is based, the grievance may not be presented as such. However, if a condition is recurring, the fifteen (15) working days time limit will be applied to the most recent occurrence.
- 4.052 APPEAL TO NEXT LEVEL:** All grievances may be appealed to the next formal level within fifteen (15) working days. Failure to do so shall deem the grievance settled on the basis of the disposition at the previous level.
- 4.053 ADMINISTRATION TIME LINES:** A grievance shall be moved to the next step when an administrator fails to process a grievance in accordance to the time limits in this contract.
- 4.054 GRIEVANCE FORM:** The grievance form shall be attached as Exhibit B to this Agreement.
- 4.06 PROCEDURE:**
- 4.061 LEVEL ONE (INFORMAL):** The grievant shall first discuss his/her, their grievance with the appropriate administrator with the objective to resolve the grievance informally. The aggrieved person(s) shall state to the administrator at the start of the conference that this is Level One of the grievance procedure. The administrator shall have ten (10) working days to respond to the grievant. In the event the aggrieved person(s) is/are not satisfied with the disposition of the grievance at Level One, the aggrieved shall have the right to file a written grievance with the appropriate administrator. In such event, the administrator shall have ten (10) working days to respond to the written grievance.
- 4.062 LEVEL TWO (SUPERINTENDENT):** In the event the aggrieved person(s) is/are not satisfied with the disposition of the grievance at Level One the grievant(s) may file a grievance in writing to the Superintendent upon submission to the Superintendent there shall be a hearing held no less than (10) working days from the date of the submission unless all interested parties cannot attend the hearing.

The Superintendent shall have ten (10) working days to submit a written decision which shall include the specific reason(s) for his decision. If the grievant is not satisfied with the disposition of the grievance the grievant may submit the grievance to Level Three of this procedure in accordance to the provisions set forth in this procedure.

**4.063 LEVEL THREE (ARBITRATION):** If the aggrieved person(s) are not satisfied with the disposition at Level Two, the Organization may refer the grievance to an arbitrator by giving written notice to the Superintendent and/or the Board of its desire to do so. The arbitrator shall be chosen from a list provided by the American Arbitration Association. Selection and hearing shall be in accordance with the voluntary rules and regulations of the American Arbitration Association. The arbitrator shall hold the necessary hearing promptly and issue the decision within such time as may be agreed upon.

**4.0631 DECISION OF ARBITRATOR:** The decision shall be in writing and a copy sent to all parties present at the hearing. The decision of the arbitrator shall be binding. The arbitrator shall expressly confine himself/herself to the precise issue(s) submitted for arbitration and shall have no authority to determine any other issue(s) submitted to him/her or to submit observations or declarations of opinions which are not directly essential in reaching the decision.

**4.0632 COST OF ARBITRATION:** The cost for arbitrator shall be paid by the party against whom the arbitrator rules.

**4.0633 SUBMISSION TO ARBITRATION:** The Organization shall have the final authorization as to whether a grievance be submitted to arbitration.

## **ARTICLE V - WORK YEAR, WORK WEEK AND HOURS OF WORK**

**5.01 WORK YEAR DEFINED:** The normal work year for bus drivers, cooks and aides shall be one hundred eighty (180) days plus paid holidays. The normal work year for custodians and maintenance employees shall be fifty-two (52) weeks, including paid holidays and vacations.

**5.02 WORK WEEK DEFINED:** The normal week for custodians and maintenance employees shall be forty (40) hours. The normal work week for bus drivers, cooks, aides, maintenance and custodians shall be Monday through Friday. However, the normal work week for in-school suspension aides may be adjusted as needed by their supervisors to accommodate student needs.

**5.03 WORK DAY DEFINED:** The employees' supervisors will determine the hours of work of the classified employees.

**5.04 CALCULATION OF BUS DRIVER TIME:**

The following provisions shall be used in determining bus driver's time:

A.M.

1. Time from leaving the bus compound on the school district property.
2. Unloading time.
3. Time required to get from school building to first pick-up on next run (2<sup>nd</sup> run).
4. Time from first pick-up on second run until scheduled arrival time at school building.
5. Unloading time.
6. Driving time from school until bus is returned to the school district compound.

P.M.

1. (1<sup>st</sup> Run) Time from scheduled reporting time at school building, loading time, driving time until last student is dropped off.
2. (2<sup>nd</sup> Run) Time required to get from last student dropped off back to school building.
3. Loading time for 2<sup>nd</sup> run.
4. Driving time from school until bus is returned to the school district compound.
5. The segments of time shall be totaled and rounded upward on six (6) minutes intervals.
6. Driver's time shall be established during the first two (2) weeks of school. This time shall be in effect for the entire year, exception being, adjustments made to bus routes and/or number of runs assigned.
7. If the first pick-up and/or the last drop on a run is outside the district, the driving time for that run will start, in the case of a first pick-up outside the district, at the boundary line and will end, in the case of a 1<sup>st</sup> drop outside the district, at the district boundary on the return after the last drop.
8. Seasonal weather problems shall not cause the established route times to be changed.
9. Any bus driver whose route is decreased after November 1 to where they are not eligible for insurance shall be able to keep their insurance until the bus routes are set the following year.

**5.05 NO GUARANTEE OR LIMITATION:** The provisions of this Article with respect to work year, work week and work hours shall not be construed as a guarantee of or limitation on hours of work. Further, The Board reserves the right to employ employees to work less than the normal work year, work week or work hours set forth above.

**5.06 DUTY-FREE, UNINTERRUPTED LUNCH:** Full time employees shall be entitled to an unpaid, duty free one-half (1/2) hour lunch period. In the event the employee is required to work through his/her lunch period, he/she shall be paid for the time. In the event an employee's lunch period is interrupted by being called to work, the employee shall be permitted to resume and complete his/her lunch period provided the employee can do so within a reasonable time of the interruption. In the event an employee is unable to resume his/her interrupted lunch period within a reasonable time of the interruption, the employee shall be paid for the time worked.

**5.061 CLOCKING IN AND OUT FOR LUNCH:** Custodian and Maintenance employees may write their time in and out instead of punching in and out on their time card. It is mandatory that a time is put on the time card for lunch in and lunch out.

**5.07 BREAKS:** Cafeteria, custodial and maintenance employees whose work day consists of six (6) or more hours shall have a ten (10) minute break before the regular meal and a ten (10) minute break after the regular meal. Those cafeteria, custodial and maintenance employees who work between four (4) and six (6) hours without a meal break shall have one ten (10) minute break.

**5.08 SECOND SHIFT:** During the length of this contract the administration shall determine the need to establish a second or third shift; employee shall be assigned as set forth in this contract.

**5.09 SCHEDULED HOLIDAYS:** The following days shall be considered as holidays for purposes of determining paid holidays or days for which an employee should receive one and one-half (1-1/2) his/her hourly wage rate. In the event an employee is on paid vacation or sick leave and that holiday occurs during the time, the employee shall not be docked for vacation time, sick leave use or other deduction for time. Those days are as follows:

New Year's Day  
Presidents' Day  
Martin Luther King Day  
Good Friday  
Memorial Day  
Independence Day (for 11 and 12 month employees only)  
Labor Day  
Thanksgiving Day  
Friday after Thanksgiving (for 11 and 12 month employees only)  
Christmas Eve Day  
Christmas Day

In order to receive holiday pay, the employee must have accrued earnings on his next preceding and his next following scheduled workdays before and after such holiday.

## **ARTICLE VI - VACANCIES, PROMOTIONS AND TRANSFERS**

### **6.01 VACANCIES:**

**6.011 SUBSTITUTE EMPLOYMENT:** In the event of a vacancy the administration shall have the right to place a substitute employee in said position not to exceed twenty (20) days from the date of the posting. If there are no bids from existing members of the bargaining unit, the job may be filled by a less senior employee or new employees may be hired to fill the position. (Days means working days.) If a vacancy occurs for which no current employee applies or is qualified on

February 1 or thereafter, a substitute employee may be assigned to the vacant position for the duration of the school year.

**6.012 VACANCY DEFINED:** Vacancies shall be defined to occur when an employee retires, resigns, is terminated or dies and the Board elects to continue that position rather than eliminate it. In addition, a vacancy shall occur if the Board creates a new bargaining unit position.

**6.0121 NOTIFICATION TO ORGANIZATION:** The Board shall notify the Organization President if a vacancy is not going to be filled.

**6.013 POSTING OF VACANCIES:** All classified vacancies shall be posted and *not* filled on a permanent basis any sooner than five (5) working days after the posting.

**6.0131 POSTING NOTICES:** Classified vacancies shall be posted by the time clock or designed bulletin boards in each building. Posting notices shall be personally delivered to bus drivers. The Organization President will receive copies of all classified vacancies. Certificated vacancies will not be provided to classified employees unless the classified employee possesses certification and has provided written verification of the certification to the Superintendent and requests the certificated postings.

**6.0132 SUMMER VACANCIES:** Employees shall be notified by the district automated phone messaging system for all summer postings.

**6.133 CONTENT OF POSTING NOTICES:** Job posting notices shall contain:

1. Date of Posting
2. Posting Deadline
3. Qualifications
4. Location
5. Department
6. Hours of Work
7. Months of Employment

**6.014 TWO JOBS:** Employees may bid for vacancies and be awarded a second bargaining unit position, inside or outside their own classification, if the applicant possesses the necessary job qualifications and the combined regularly scheduled hours of the two positions would not exceed eight (8) hours per day. Further, any employee accepting a second position agrees that his/her weekly hours shall not exceed forty (40) hours unless assigned overtime work by his/her supervisor.

**6.02 PROMOTIONS AND TRANSFERS:** In making promotions and transfers for the purpose of filling vacancies within the bargaining unit, the vacancies will be posted for five (5) working days. During such period, employees may apply for this posted job.

- 6.021 ABILITIES AND QUALIFICATIONS:** Employees whose abilities and qualifications meet the necessary requirements for the position will be considered. Where ability and qualifications to perform the job are approximately equal, the position will be offered to the most senior qualified applicant in the classification.
- 6.022 TRAINING AND TRIAL PERIOD:** The employee filling a vacancy under this Article shall be allowed a reasonable training period, if necessary. Said training period shall not exceed ten (10) working days. If during this trial period, the employee is unable to fill the position satisfactorily, or if the employee rejects the position, the employee shall be returned to his/her former job.

## ARTICLE VII - LEAVES OF ABSENCE

### 7.01 SICK LEAVE:

- 7.011 ACCUMULATION:** Each full-time member shall be entitled to fifteen (15) days sick leave with pay for each year under contract and shall accrue sick leave at the rate of one and one-fourth (1-1/4) days for each calendar month under contract. Sick leave shall be cumulative to two hundred twenty five days (225) days.
- 7.012 USE OF SICK LEAVE:** Sick leave shall be granted for absence due to personal illness, pregnancy-related illness and/or condition, injury, exposure to contagious disease which could be communicated to others, and for absence due to illness, injury or death in the employee's immediate family.
- 7.013 IMMEDIATE FAMILY DEFINED:** A reasonable number of sick leave days may be utilized for injury or illness in the employee's immediate family with the immediate family being defined to include the employee's spouse, child, grandchild, parents, sister, brother, grandparents, father-in-law, mother-in-law, step-children, son-in-law, and daughter-in-law.
- 7.014 OTHER FAMILY:** With the approval of the Superintendent, sick leave may be used due to sickness or injury to a member of the employee's immediate family which is not listed above.
- 7.015 BEREAVEMENT LEAVE:** Up to five (5) days may be used by an employee in the event of the death of a member of the employee's or spouse's immediate family which for the purposes of this provision shall be defined to include the spouse, child, father, mother, brother, sister, grandparent, grandchild, aunts, uncles, father-in-law, mother-in-law, step-children, son-in-law, daughter-in-law, sister-in-law, and brother-in-law.
- 7.016 SICK LEAVE FORM:** Each staff member will furnish a written signed statement on forms provided by the Board to justify the use of sick leave. Whenever an employee uses paid sick leave for five (5) consecutive days or more, or if a persistent pattern of usage is noted, appropriate verification may be required to justify the use of such sick leave.

**7.017 NOTIFICATION:** Employees shall notify the administration of the use of sick leave prior to two (2) hours before the employee's starting time of the day sick leave is used, except in the case of emergency.

**7.018 SICK LEAVE BANK:** The purpose of the sick leave bank is to provide paid days for serious personal illness or family illness or death to contributors to the bank who have exhausted their accumulated sick days due to the reasons stated above. Allotments will be limited to participating employees for use only in cases of illness, injury, non elective surgery occurring under unusual, severe or emergency conditions or death as determined by the Sick Leave Bank Committee (SBC).

**7.0181 ENROLLMENT:** Employees may enroll in the Sick Leave Bank during the month of September of each school year.

**7.0182 CONTRIBUTION REQUIREMENT:** Upon enrollment, a member shall contribute one (1) of his/her accumulated sick days to the Sick Leave Bank. Days contributed to the sick leave bank are non-returnable.

**7.0183 PARTICIPATION:** Enrollment in the Sick Leave Bank shall be continuous from year to year until a member withdraws. A member may withdraw only during an enrollment period and only upon written notice by the member to the Sick Leave Bank Committee (SBC) of his/her intent to withdraw.

**7.0184 SICK LEAVE BANK COMMITTEE:** The Sick Leave Bank Committee shall be composed of the Superintendent or his/her designee and three members appointed by the Organization President.

**7.01841 SBC RESPONSIBILITIES:** The SBC shall review and approve or deny all applications to the Sick Leave Bank. The SBC shall also determine the necessity for additional contributions to the bank and shall notify bank members of the need for said contributions. The SBC shall be responsible for reporting data concerning the Sick Leave Bank to the Treasurer. Decisions of the SBC are final.

**7.01842 MODIFICATIONS:** The SBC shall review the operation of the Sick Leave Bank annually, and shall make recommendations, if necessary, for modifications of the plan to the negotiating teams of the Organization and the Board.

**7.0185 GENERAL PROCEDURES:**

1. An application for an allotment from the Sick Leave Bank will be accepted only from those individuals who have contributed to the bank
2. Allotments will be limited to use for catastrophic personal illness or

serious illness or death in the immediate family. A doctor's statement is required with the application in order for the request to be considered.

3. An application will be considered only after a member has used all of his/her accumulated sick days and available sick day advances.
4. Days allotted from the Sick Leave Bank will be paid at 100% of the member's daily rate of pay.
5. Once qualified to receive an allotment from the bank, the maximum number of days a member may receive from the Sick Leave Bank shall not exceed the annual number of work days. Allotments from the Sick Leave Bank shall commence on the sixth consecutive day of absence for which a member has no accumulated sick days, and shall be renewed, upon request from the member and approval of the SBC, each ten (10) day payroll period.
6. Allotments from the Sick Leave Bank will be made only for absences under a member's normal contract. Allotment will not be made for absences in programs such as summer school, extended services, or any other part-time or second position held by a member with a full-time contract.
7. Days may not be received from the bank for absences due to childbirth (natural or cesarean section). Utilization of the Sick Leave Bank for complications arising from pregnancy or childbirth may be authorized by the SBC.
8. Days may not be received from the bank for absences due to disabilities that qualify the member for Workers Compensation personal benefits, unless the member has exhausted all such benefits and his/her own accumulated sick days.

**7.0186 ASSESSMENTS:** Whenever the total number of available days in the Sick Leave Bank falls below fifteen (15), the SBC may require the Sick Leave Bank enrollees to donate up to one (1) additional day of their accumulated sick days to the Sick Leave Bank.

**7.02 PERSONAL LEAVE:** Employees covered by this contract shall be entitled to up to three (3) days per school year unrestricted personal leave with pay.

**7.021 USE OF PERSONAL LEAVE:** No more than two classified employees per job classification may be granted personal leave on any given day.

**7.022 RESTRICTIONS ON USE OF PERSONAL LEAVE:** Personal leave shall not be taken within three (3) days of the beginning of the school year, beginning or end of vacation, holiday, in lieu of or to extend sick leave, or to extend any other leave of absence, unless the reason for same is fully stated and approved by the

Superintendent. Personal leave shall not be taken during the last fifteen (15) days of the school year except for emergency reasons as stated in Section 7.023.

- 7.023 NOTIFICATION:** Except in cases of emergencies, requests to take personal leave should be made in writing to the building principal or the Superintendent at least five (5) days prior to the date for which the leave is requested.
- 7.024 PAY FOR UNUSED PERSONAL LEAVE:** The employer will pay for unused personal leave. Pay will be based on employee's daily rate of pay not to exceed \$75 per day.
- 7.03 CHILD CARE:** An employee who wishes to remain home with a newly born or newly adopted child shall file a request for child care leave with the Superintendent no later than thirty (30) days prior to initiating said leave.
- 7.031 PERIOD OF LEAVE:** The Board will grant an unpaid child care leave for the remainder of the school year in which the leave is requested provided the request is made and the leave begins prior to March 1. If the request is made and the leave begins prior to March 1, or thereafter, the leave may be for the remainder of the school year in which the leave is requested and/or for the next succeeding semester or year.
- 7.032 RETIREMENT CREDIT:** In the event an employee wishes to purchase retirement credit for the period of time he/she was on child care leave, that employee agrees to pay the cost of his/her share of the retirement contribution as well as the Board's share of the retirement contribution required to be paid in order to purchase the time while on leave for retirement purposes.
- 7.04 ASSAULT LEAVE:** Any service-connected case of physical assault on a member of the bargaining unit causing physical injuries to said member occurring while the member is performing his/her contractual duties shall entitle the member the use of assault leave if he/she is medically unable to perform his/her duties as a result of the assault. When an assault results in absence from duty for medical reason, such absence shall be at no loss in pay and shall not be chargeable to sick leave to a maximum of twenty (20) days per member each work year. Assault leave is not accumulative.
- 7.041 MEDICAL VERIFICATION:** Medical verification shall be furnished to the Superintendent for all absences requiring more than three (3) days leave. The Board shall have the right to require a medical examination by a physician of its choice after the member has been absent for three (3) days per occurrence. In such event, the Board shall pay the full cost of the examination.
- 7.05 PROFESSIONAL LEAVE:** Employees who are required to attend seminars, workshops or conferences related to their assignments shall be reimbursed for travel at district rate, lodging and registration.
- 7.06 DISABILITY LEAVE:** Upon request, an employee shall be granted a leave of absence without pay for up to two (2) years when the reason for the leave request is because of employee's illness. Any leave request should include a doctor's statement indicating

when the doctor believes the employee will be able to return to work. At the request of the Board, an employee returning from medical leave shall submit to a medical examination by a doctor of the Board's choice to verify that the employee is medically able to resume his/her duties.

The Board shall pay the cost of the medical examination.

**7.07 JURY DUTY:** When an employee is called for jury service, or court appearance, he/she shall give his/her supervisor proper notice and the Board will reimburse the employee his/her regular pay. The employee shall surrender his/her per diem, excluding transportation, meals, and room for court services to the Treasurer of the Board. It is the responsibility of the employee to collect for his/her services.

**7.08 VACATIONS:** Employees covered by this agreement who are in service not less than eleven (11) full months in each calendar year shall be granted a vacation with pay as follows:

After one (1) year of continuous employment--two (2) weeks

After eight (8) years of continuous employment--three (3) weeks

After fifteen (15) years of continuous employment--four (4) weeks

After twenty (20) years of continuous employment--five (5) weeks

**7.081 VACATION APPROVAL:** Employees must submit vacation requests to their supervisors ten (10) working days prior to requested vacation time.

**7.082 SERVICE CALCULATION FOR VACATION:** Employees going from 9, 10, or 11 month contracts to 12 month contracts and qualifying for vacation time will have their experience pro-rated by multiplying years worked times month worked and then divided by 12 months to get full years of service for vacation in order to qualify for the vacation schedule in 7.08. Employees that have been hired during the school year will receive their pro-rated vacation days at the rate of 0.83 days per month of employment

**7.09 SUBSTITUTE COVERAGE:** It shall not be the responsibility of any employee covered under this contract to call a substitute employee when he/she is absent from work.

**7.10 FAMILY AND MEDICAL LEAVE ACT (FMLA):** The parties agree to abide by the provisions of the Federal Family and Medical Leave Act (FMLA) of 1993.

## ARTICLE VIII - WORKING CONDITIONS

**8.01 JOB DESCRIPTIONS:** The Board shall have the authority to devise and write all job descriptions for each job classification employees are employed in under this agreement. The Organization shall be furnished a copy of each job description for each job classification employees are employed in under this agreement.

- 8.011 CHANGES IN JOB DESCRIPTION:** Prior to the Board change in any job description for any job classification employees are employed in under this agreement, the Board shall first notify the Organization of, and give the Organization the opportunity to discuss such change and the effective date of the change.
- 8.02 DISCIPLINE:** When imposing discipline under this procedure the Superintendent or any administrator shall advise the employee that a disciplinary situation exists and the employee shall be entitled to have an association representative present.
- 8.021 PROGRESSIVE DISCIPLINE STEPS:** Violation of Board adopted rules and regulations may result in:
- 8.0211 FIRST VIOLATION:** Discussion of problem with employee and immediate supervisor. The supervisor will give the employee a written summary of the meeting.
  - 8.0212 SECOND VIOLATION:** Written letter of reprimand to employee from local Superintendent.
  - 8.0213 THIRD VIOLATION:** Up to three (3) days suspension from work with loss of pay as recommended by Superintendent.
  - 8.0214 FOURTH VIOLATION:** Termination of contract by Board pursuant to ORC 3319.081 as recommended by Superintendent.
- 8.022 SEVERITY OF INFRACTION:** The above procedure shall not prevent the Board from proceeding to any step in the sequence depending upon the severity of the infraction.
- 8.023 CONDUCT IN ORC 3319.081 EXCLUDED:** It is understood that the conduct in ORC 3319.081 shall not be subject to the above disciplinary procedure but may be grounds for suspension as described in the third violation above, or termination as described in the fourth violation above.
- 8.024 SUSPENSION, NON-RENEWAL OR TERMINATION:** A suspension, non-renewal or termination of an employee shall be in accordance with 3319.081 of the Ohio Revised Code.
- 8.025 REMOVAL OF REPRIMAND:** Should the employee work for a period of two (2) years from the date of the last reprimand without receiving a further reprimand, the earliest dated reprimand shall be removed from the file. For each succeeding two (2) year period, without further reprimand, the earliest dated reprimand shall be removed from the employee's file.
- 8.03 HEALTH AND SAFETY:** The Board shall provide employees with a safe and healthy place to work in accordance with Chapter 4167, Ohio Revised Code. The parties agree that any allegations regarding health or safety issues shall be handled in the following manner.

**8.031 NOTIFICATION OF COMPLAINT:** In an effort to resolve all complaints internally, the Board and/or administration will first be notified of any complaint and have at least five (5) business days to resolve the complaint.

**8.032 COMPLAINT TO OHIO DEPARTMENT OF INDUSTRIAL RELATIONS:** If the complaint has not been satisfactorily resolved after the initial five (5) day period, the association or an individual bargaining unit member may file a complaint with the Ohio Department of Industrial Relations.

**8.033 IMMINENT DANGER OR HARM:** Any bargaining unit member who reasonably believes a condition presents an imminent danger of death or serious harm to the bargaining unit member will immediately notify his/her supervisor of the condition. The bargaining unit member may be temporarily reassigned while the condition is being investigated and/or corrected. If the bargaining unit member continues to be assigned to work under such condition, the bargaining unit member may refuse to work under Section 4167.06 of the Ohio Revised Code.

**8.034 GRIEVANCE REMEDY:** Notwithstanding any provision of this contract or relevant law, a bargaining unit member may file a grievance for the Board's failure to provide a safe and healthful working environment.

**8.04 NON-RENEWAL OF LIMITED CONTRACTS AND TERMINATION OF CONTRACTS:** Applicable state law shall govern non-renewal of limited contracts and termination of contracts.

**8.05 EVALUATION:** Employees covered by this agreement shall be periodically evaluated by his/her supervisor using the evaluation form attached as Exhibit C. The evaluations shall be based upon the employee's work performance and other work related areas over a reasonable period of time. A copy of the evaluation form to be used in a particular school year shall be furnished to each new employee prior to October 1 of that school year.

**8.051 EVALUATION CONFERENCE:** An evaluation conference between the employee and the employee's immediate supervisor shall be held at least annually during the first three years of an employee's employment; thereafter, such an evaluation conference shall be held biannually. Evaluation conferences may be held more often than is specified above if requested by the employee or as determined by the employee's supervisor. The evaluation form shall be used at such conferences to record the results of such conferences.

**8.052 COMPLETION OF EVALUATION FORM:** A copy of each evaluation form shall be reviewed with the employee with a copy of the form given to the employee at the conclusion of the evaluation conference. The supervisor and employee shall sign the evaluation form. The signature by the employee does not constitute approval or disapproval, but only that the evaluation has been reviewed.

**8.06 PERSONNEL FILES:**

- 8.061 ONE FILE:** There shall be only one personnel file. The employee's personnel file shall be kept in the district office. Personnel files should be considered strictly confidential, except as provided by law.
- 8.062 RIGHT TO REVIEW:** Upon reasonable advance request, individual staff members shall be able to review their personnel file. The staff member shall have the right to be accompanied by an Organization representative. A representative of a member shall be given access to the file of said member upon presentation of written authorization from such member.
- 8.063 ACCESS:** In addition to the individual staff employee, the individual members of the Board, Superintendent and building principals directly related to supervision of that staff member shall have access to such personnel files.
- 8.064 COPY OF MATERIAL TO EMPLOYEE:** Prior to placing an evaluation, complimentary or derogatory material in a staff member's file, said staff member shall be provided the opportunity to read and initial the material. Upon refusal of the affected staff member to sign or initial the material intended for placement in the personnel file, such material may be filed so long as the date of the refusal has been noted on the material. The initial or signature of a staff member shall not constitute agreement with the contents of the file material.
- 8.065 RIGHT TO WRITTEN REPLY:** Any affected staff member shall have the right at any time to attach a written reply and/or rebuttal to any material in or being placed in his/her file. Such replies/rebuttals shall be initialed, dated and attached to the material in question by the receiving administrator.
- 8.066 NO ANONYMOUS MATERIAL:** Anonymous letters or materials shall not be placed in a staff member's file, nor shall they be made a matter of record.
- 8.067 REMOVAL OF MATERIAL:** Information in the personnel file may be removed upon mutual agreement of the staff member and the administrator making the entry or the Superintendent.
- 8.068 REMOVAL OF REPRIMANDS:** Reprimands placed in the personnel file shall be removed in accordance to the provisions set forth in the discipline policy of this contract.
- 8.069 STAFF MEMBER SUBMISSION OF DOCUMENTS:** Staff members may submit letter of merit which shall be placed in their file.
- 8.0610 CHALLENGE OF FILE CONTENTS:** Any employee who challenges the materials, except for the employee's evaluation, placed in his/her personal file shall have the right to file a grievance.

**8.07 LAYOFF AND RECALL:** When the Board determines to make reductions in staff, it may do so as the result of the lack of funds, lack of work, abolishment of position, reorganization or return to duty of regular employees after regular leaves of absence. If the Board in its sole discretion initiates a reduction in force, the following provisions shall apply:

**8.071 MINIMIZE RIF:** The number of people affected by a reduction in force will be kept to a minimum by not employing replacements insofar as practical of employees who resign, retire or otherwise vacate a position.

**8.072 ORDER OF RIF:** Whenever it becomes necessary to lay off employees by reasons as stated above, affected employees shall be laid off according to seniority within the classification, with the least senior employee laid off first.

**8.073 SENIORITY DEFINED:** Seniority shall be defined as the uninterrupted length of continuous service with the Board in a particular job classification computed from the latest date of hire or appointment to the present classification. Authorized leaves of absence do not constitute an interruption in continuous service. In the case of identical seniority, date of application and/or date of a transfer request shall be used in determining order of seniority. If a tie remains, the total overall uninterrupted length of continuous service with the Board shall be used in determining order of seniority.

**8.074 CLASSIFICATIONS DEFINED:** The following classifications shall be used for the purpose of defining classification seniority in the event of a layoff:

1. Custodial (Custodian, Head Custodian)
2. Aides (Aides, Aides +, Secretary Assistance, Health Care Specialist, Head Librarian)
3. Cafeteria (Cafeteria, Head Cook)
4. Maintenance (General Maintenance, Maintenance, Tech Maintenance)
5. Transportation (Drivers)

**8.075 BOARD DETERMINATION OF LAYOFF BY CLASSIFICATION:** The Board shall determine in which classifications the layoff should occur and the number of employees to be laid off. In the classification of layoff, the employees on probation shall be laid off before any employee in that classification employed under a continuing status is laid off.

**8.076 NOTIFICATION OF LAYOFF:** Ten (10) working days prior to the effective day of layoffs, the Board shall prepare and post for inspection in a conspicuous place, a list containing the names, seniority dates and classification and indicate which employees are to be laid off. The Organization and each employee to be laid off shall be given advance written notice of the layoff. Each notice of layoff shall state the following:

1. Reasons for the layoff or reduction.
2. The effective date of the layoff.
3. A statement advising the employee of his/her right of reinstatement from the layoff.

**8.077 RECALL RIGHTS:** For the classification in which the layoff occurs, the Board shall prepare a reinstatement list and the name of all employees who are laid off shall be placed on the reinstatement list in the reverse order of layoff. Reinstatement shall be made from this list before offering positions to any employees who are laid off in other classifications and before new employees are hired in that classification.

**8.0771 EMPLOYEE RIGHT TO RECALL:** Vacancies which occur in the classification of layoff shall be offered to or declined in writing by the employee standing highest on the layoff list before the next person on the list may be considered. Any employee who declines reinstatement shall be removed from the reinstatement list.

**8.0772 TIME ON RECALL LIST:** The employee's name shall remain on the recall list for a period of two (2) years from the effective date of layoff. If reinstated from layoff during the period, such employees shall retain all previous accumulated seniority.

**8.0773 NOTICE OF RECALL:** The notice of reinstatement shall be made by certified mail.

**8.0774 PLACEMENT ON SUB LIST:** An employee may request to be placed on a sub list. The district will make a good faith effort to contact the laid-off employee prior to contacting other substitutes.

**8.0775 RECALL OUTSIDE CLASSIFICATION:** Once reinstatement has been offered to all employees in the classification of the recall, and if any position still remains open, the district shall then offer reinstatement to any employee on layoff in other classifications, starting with the most senior employee who is qualified to work in the classification. Acceptance or refusal of this recall offer shall not affect the employee's recall status in their original position of reduction.

**8.078 REDUCTION OF HOURS:** In the event it is necessary to reduce the number of hours of employees in any classification, the employees affected shall be reduced by classification seniority.

**8.079 DISPLACEMENT RIGHTS:** Any employee who is laid off may displace into another job classification in which he/she has worked if their seniority in that classification is greater than a person working in the classification.

## ARTICLE IX - COMPENSATION

**9.01 SALARY SCHEDULE:** Employees covered by this bargaining unit will receive a 0.0% salary increase for the 2011-2014 school year.

**9.011 ELECTRONIC BANKING:** Electronic direct deposit for payroll purposes will be mandatory for all bargaining unit members.

- 9.02 SHIFT DIFFERENTIAL:** The maintenance employees and custodians who work the second shift shall be paid fifteen (\$0.15) cents more per hour and those who work the third shift thirty (\$0.30) cents more per hour in accordance with the appropriate step on the salary schedule.
- 9.03 BUS MAINTENANCE/CLEANING:** Each bus driver shall receive \$4.50 per day for maintaining the bus and \$4.50 per day for cleaning of the bus. If a driver is off the route, the substitute will be paid for those duties.
- 9.04 CUSTODIAN WORK SHIFTS DURING SCHOOL BREAK:** In the event there are no activities scheduled or work projects planned in a building during a school break, the second and third shift custodians assigned to the building shall work the first shift hours during the break period. In the event there are activities or work projects scheduled in a building, the second and third shift will be maintained to the extent necessary to cover the activities or perform the work projects. If less than a full break period, the second shift custodians shall be assigned to work the first shift hours on an equitable basis.
- 9.05 FIELD TRIPS:** Bus drivers will be paid \$10.00 an hour for field trips. Drivers will be reimbursed for meals if the activity or restaurant does not provide meals at a maximum reimbursement of \$10.00 per meal.
- 9.051 ASSIGNMENT OF FIELD TRIPS:** Field trip assignment shall be made in the following manner:
- 9.0511 FIELD TRIP SIGN-UP LIST:** At the beginning of the school year, a field trip list shall be posted.
- 9.0512 ASSIGNMENT OF FIELD TRIPS:** Regularly scheduled field trips except for agricultural shall be assigned on a rotating basis, beginning with the most senior driver, and continuing in order of seniority, to those drivers who have indicated their willingness to accept a field assignment by signing the list described in Section 9.0511.
- 9.05121 REFUSAL OF TRIP:** A driver who refuses to take a regularly scheduled field trip when it is the driver's turn shall go to the bottom of the rotating list and the transportation department shall continue down the list.
- 9.0513 EMERGENCY FIELD TRIP:** Any field trip received in the transportation office twenty-four (24) hours or less before the trip begins shall be considered an emergency field trip. An emergency field trip may be assigned to any driver who is present and willing to take the trip, the trip may be assigned to a substitute driver. The acceptance or refusal of an emergency field trip shall not affect the driver's place on the regular field trip assignment.

- 9.0514 RESTRICTIONS:** Drivers shall not be eligible for a field trip which conflicts with their regular route, unless assigned by the transportation supervisor.
- 9.06 OVERTIME:** Employees covered by this agreement shall be paid one and one-half (1-1/2) times their regular straight time rate for all hours in excess of forty (40) hours in any one week.
- 9.061 SATURDAYS AND CALL-IN:** Employees scheduled to work on Saturday, or who are called in to work, shall be compensated at the rate of one and one-half (1-1/2) times their regular rate of pay for all hours worked on Saturdays. In-School Suspension aides are excluded from this provision if their scheduled work week includes Saturdays.
- 9.062 SUNDAY OVERTIME:** Employees scheduled to work on Sunday shall be compensated at the rate of two (2) times their regular rate of pay for all hours worked on Sunday or holiday.
- 9.063 OVERTIME ROTATION:** Overtime work shall be offered to employees within a job classification and within the building in which the overtime is to be worked on a rotating basis starting in order of seniority, providing the employees are fully qualified to perform overtime work required. It is the intention of the parties that opportunities to work overtime shall be distributed as equally as possible among the employees in a job classification and within the building. Employees who decline overtime when offered shall be considered to have worked the hours offered when offering future overtime. In the event all employees decline overtime, the least senior employee may be required to work the overtime. Employees who are called to work overtime on a Saturday, Sunday, or holiday and are given no advanced notice may decline overtime and shall not lose their place in the rotation.
- 9.07 TRAVEL EXPENSES:** Employees, at the request of their supervisors, who use their own vehicles for travel on an assigned duty, shall be compensated at the prevailing IRS rate per mile for all miles driven while performing their contractual duties at the direction of their supervisor.
- 9.08 WORKER'S COMPENSATION:** All school employees are protected under the Worker's Compensation Law (Section 4123.01 O.R.C.). This law provides coverage for any injury or death incurred in the course of or arising out of the employment.
- 9.081 REPORTING INJURY:** An injury incurred while performing or occurring as a result of assigned responsibilities shall be reported to the injured employee's supervisor. An application form as prescribed by a Bureau of Worker's Compensation shall be completed in the Treasurer's office.
- 9.082 OPTION:** The employee shall have an option of submitting a claim under Worker's Compensation or using unused sick leave.

## ARTICLE X - FRINGE BENEFITS

**10.01 FULL-TIME EMPLOYEE BENEFITS:** Full time non-teaching employees shall be included in the total fringe benefits package of health insurance, major medical insurance, dental insurance, optical insurance, and life insurance. Full time employees are those employees working more than twenty (20) hours per week.

**10.02 PART-TIME EMPLOYEE BENEFITS:** Employees who work between ten (10) and twenty hours (20) per week shall have one-half (1/2) of their insurance premiums paid by the Board. All others shall not be provided benefits.

**10.021 PART-TIME EMPLOYEES PRIOR TO SEPTEMBER 15, 1983:** Part-time employees employed prior to September 15, 1983, are included in the fringe benefits package.

**10.022 PART-TIME EMPLOYEES PRIOR TO JULY 1992:** Employees who were eligible for benefits prior to July 1992 will continue to be eligible.

**10.023 INSURANCE OF BUS DRIVERS:** Bus drivers who had full insurance coverage during the 1991-92 school year are guaranteed full insurance if their time is cut below 20 hours because of new bus routing.

**10.03 MEDICAL/HOSPITAL INSURANCE:** The Board shall provide the health insurance plan(s) available through the Brown County Benefits Consortium. The Board shall pay the following percentages of the single and family premiums:

2011-2012	93%
2012-2013	92%
2013/2014	90%

Part-time employees shall receive benefits and Board contributions pursuant to 10.02 of the contract.

**10.04 DENTAL INSURANCE:** The Board shall provide the dental insurance plan(s) available through the Brown County Benefits Consortium and pay 100% of the single premium and pay 100% of the family premium for all full-time employees.

**10.05 TERM LIFE INSURANCE:** The Board shall provide a \$50,000 term life insurance policy for each full-time employee and pay 100% of the premium. The employee may participate in and pay the cost of additional coverages offered through the life insurance plan.

**10.06 OPTICAL INSURANCE:** The Board shall provide an optical insurance through the Brown County Benefits Consortium for full-time employees and pay 100% of the single premium and pay 100% of the family premium.

- 10.07 SPOUSES BOTH EMPLOYED BY DISTRICT:** If both spouses are employed by the district, the Board shall be required to provide one family health insurance plan, one dental insurance plan, and one optical insurance plan and pay 100% of the premium for each.
- 10.08 INSURANCE OPT-OUT:** A bargaining unit member may annually elect to withdraw from the medical/hospitalization benefits as provided in Article 10.03 and shall receive a rebate of \$1,800. The rebate shall be paid with the first payroll check in June of the insurance year in which the employee is "opted out." A bargaining unit member who has "opted out" shall notify the District Treasurer by August 30. A bargaining unit member who has opted not to participate shall have the right to reenter the insurance program should familial circumstances change. Any bargaining unit member reentering during the year shall forfeit any rebate. An employee must provide proof of alternative health insurance coverage to be eligible for this incentive pay by completing the Waiver of health Insurance Form.
- 10.09 PLAN 125:** A plan under Internal Revenue code Section 125 shall be adopted for every member of the bargaining unit who qualifies. Each bargaining unit member who is qualified shall have the right to participate in the Section 125 plan.
- 10.091 PLAN ADMINISTRATION:** The Board shall select a company to provide for the implementation of the plan and the Treasurer shall keep the Association President informed. Forms provided by the Board shall be completed by the employee in order for him/her to be able to participate in the plan. The forms shall be submitted to the Treasurer on or before October 1 of each year.
- 10.092 EMPLOYEE PARTICIPATION:** Once an employee has volunteered to participate in the plan he/she must continue in the plan for the school year except for reasons of death, resignation, or retirement.
- 10.093 125 FLEXIBLE SPENDING ACCOUNT:** The Board will make available to any employee that requests a 125 plan which includes a Flexible Spending account (FSA). This plan shall allow employees to use pre-tax dollars to pay child and elder dependent care expenses and non-reimbursed medical, dental, vision, and/or prescription drug bills.
- 10.10 SEVERANCE PAY:** Each employee shall receive one-fourth (1/4) of his/her accumulated sick leave upon retirement from the school district. For purposes of calculating the employee's severance pay, the last day of employment shall be used as the per diem rate. The employee shall have the right to unlimited accumulation of sick leave in purposes of calculating severance pay.
- 10.101 SEVERANCE BONUS:** Employees who retire upon their first year upon reaching eligibility when eligible for full benefits will receive an additional \$10,000. If they do not retire when first eligible, the bonus will be forfeited.

**10.11 RETIREMENT SYSTEM "PICK-UP":** The board herewith agrees with the Organization to pick-up (assume and pay) contributions to the State Employment Retirement system upon behalf of the employees in the bargaining unit on the following terms and conditions:

**10.111 AMOUNT OF PICK-UP:** The amount to be picked-up on behalf of each employee shall be the total employee's contribution based upon the employee's total annual compensation.

**10.112 UNIFORM APPLICATION:** The pick-up shall apply uniformly to all members of the bargaining unit. No employee covered by this provision shall have the option to elect a wage increase or other benefit in lieu of the employer pick-up.

**10.113 EFFECTIVE DATE OF PICK-UP:** The pick-up shall become effective upon ratification and shall apply to all compensation including supplemental earnings thereafter.

**10.12 INSURANCE COVERAGE IN THE EVENT OF MEDICAL LEAVE WITHOUT PAY:** Except as provided in Article 7.10, Family and Medical Leave Act (FMLA), when an employee's sick leave accumulation has ended and the employee is still unable to return to work, the employee may maintain coverage under the health insurance plan by paying a percentage of the monthly premium which is to be determined by the number of workdays remaining in the school year divided by the total workdays in the school year.

**10.13 PHYSICAL EXAMINATIONS:** The cost of any physical examination and other health related tests required by the Board will be paid 100% by the Board, and the employee will use those medical services designated by the Board.

**10.14 CALAMITY DAY FOR CUSTODIAL/MAINTENANCE WORKERS:** In the event a school or schools close or are delayed due to a calamity as defined by law, custodial and maintenance employees are required to work their regular shifts. In the event it is necessary to report late due to the calamity, employees are expected to report to work as soon as possible and work a full eight (8) hour shift. Custodial and maintenance employees with approved leaves (e.g. sick leave, personal leave, vacation leave, etc.) will not be expected to work on calamity days.

In the event a legal authority declares a "state of emergency" that restricts an employee's driving privileges, the employee is to follow the legal authority's directive. The employee should notify the supervisor immediately if this situation occurs and the employee shall suffer no loss of pay for his/her failure to report and work on the calamity day.

After an employee has physically worked one (1) full calamity day in a work year, an employee shall receive one (1) day of comp time off at a time mutually agreed to by the supervisor and will receive one (1) comp day for every one (1) full calamity day worked in the same work year thereafter.

**10.15 ATTENDANCE BONUS:** Each employee covered by this Agreement shall be eligible for an attendance bonus as follows and paid the second pay in June:

Perfect attendance (no sick leave, personal leave or unpaid leave during the School year)	\$250.00
If absent for only one (1) day during the school year	\$125.00

## ARTICLE XI - EFFECTS OF THE AGREEMENT

**11.01 COMPLETE AGREEMENT/DURATION:** This contract shall be effective July 1, 2011 with its signing. This contract constitutes the entire and complete agreement between the parties. All prior contracts and agreements are hereby declared null and void. This contract shall take effect upon ratification by both parties and shall continue in full force and effect except where specifically amended for certain articles, and it shall remain in effect until the end of the day, June 30, 2014.

**11.02 REOPENER:** In the event the parties cannot reach an agreement on the re-opener for salaries and fringe benefits, the Organization shall have the right to implement a work stoppage. The Organization shall notify the Board at least ten (10) calendar days before the work stoppage is to occur. The notification shall include the date and time the stoppage is to occur.

**11.021 EFFECTIVE DATES:** The normal duration date set forth in this section will be amended to coincide with the date of notification included in the letter of the immediate paragraph above. Only those items which cause the work stoppage will be matters of discussion to resolve the work stoppage.

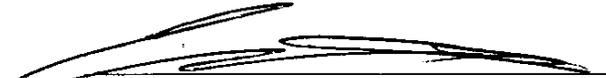
**11.03 HEADINGS:** The headings of the various sections of the agreement are inserted merely for the purpose of convenience and do not, expressly or by implication, limit, define or extend the specific terms of the section so designated.

**11.04 PUBLICATION:** The parties shall share equally in the cost of one hundred (100) copies of printing and publishing this contract.

This agreement entered into this 23<sup>rd</sup> day of June, 2011.

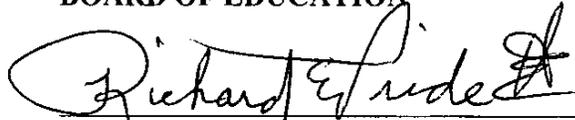
In witness whereof, the parties hereto have set their hands:

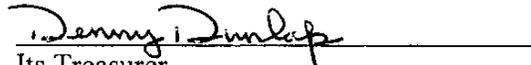
**FOR THE WESTERN BROWN  
SCHOOL EMPLOYEES ASSOCIATION**

  
Its President

  
Negotiating Team Member

**FOR THE WESTERN BROWN  
BOARD OF EDUCATION**

  
Its President

  
Its Treasurer

  
Superintendent

**EXHIBIT A – WESTERN BROWN LOCAL SCHOOLS SALARY SCHEDULE**

**2011-2014                      0.0 % INCREASE**

	<b>AIDES</b>	<b>AIDES +</b>	<b>SECRETARY ASSISTANCE</b>	<b>CAFE</b>	<b>HEAD COOK</b>	<b>CUST</b>	<b>HEAD CUST</b>	<b>DRIVERS</b>	<b>HEAD LIB</b>	<b>HEALTH CARE SPECIALIST</b>	<b>GENERAL MAINTENANCE</b>	<b>MAINTENANCE</b>	<b>TECH MAINTENANCE</b>
0	<b>12.36</b>	<b>12.63</b>	<b>12.66</b>	<b>12.36</b>	<b>14.22</b>	<b>13.34</b>	<b>14.98</b>	<b>18.04</b>	<b>14.85</b>	<b>14.85</b>	<b>16.61</b>	<b>21.10</b>	<b>25.58</b>
	1.0000	1.0215	1.0239	1.0000	1.1505	1.0793	1.2117	1.4597	1.2016	1.2016	1.3441	1.7070	2.0699
1	<b>12.57</b>	<b>12.84</b>	<b>12.87</b>	<b>12.57</b>	<b>14.43</b>	<b>13.60</b>	<b>15.27</b>	<b>18.19</b>	<b>15.05</b>	<b>15.05</b>	<b>16.95</b>	<b>21.43</b>	<b>25.92</b>
	1.0170	1.0390	1.0409	1.0170	1.1675	1.1003	1.2357	1.4717	1.2176	1.2176	1.3711	1.7339	2.0968
2	<b>12.78</b>	<b>13.06</b>	<b>13.08</b>	<b>12.78</b>	<b>14.64</b>	<b>13.86</b>	<b>15.57</b>	<b>18.34</b>	<b>15.25</b>	<b>15.25</b>	<b>17.28</b>	<b>21.76</b>	<b>26.25</b>
	1.0340	1.0565	1.0579	1.0340	1.1845	1.1213	1.2597	1.4837	1.2336	1.2336	1.3981	1.7609	2.1237
3	<b>12.99</b>	<b>13.27</b>	<b>13.29</b>	<b>12.99</b>	<b>14.85</b>	<b>14.12</b>	<b>15.87</b>	<b>18.49</b>	<b>15.45</b>	<b>15.45</b>	<b>17.61</b>	<b>22.10</b>	<b>26.58</b>
	1.0510	1.0740	1.0749	1.0510	1.2015	1.1423	1.2837	1.4957	1.2496	1.2496	1.4251	1.7878	2.1506
4	<b>13.20</b>	<b>13.49</b>	<b>13.50</b>	<b>13.20</b>	<b>15.06</b>	<b>14.38</b>	<b>16.16</b>	<b>18.64</b>	<b>15.64</b>	<b>15.64</b>	<b>17.95</b>	<b>22.43</b>	<b>26.91</b>
	1.0680	1.0915	1.0919	1.0680	1.2185	1.1633	1.3077	1.5077	1.2656	1.2656	1.4521	1.8148	2.1775
5	<b>13.41</b>	<b>13.71</b>	<b>13.71</b>	<b>13.41</b>	<b>15.27</b>	<b>14.64</b>	<b>16.46</b>	<b>18.78</b>	<b>15.84</b>	<b>15.84</b>	<b>18.28</b>	<b>22.76</b>	<b>27.25</b>
	1.0850	1.1090	1.1089	1.0850	1.2355	1.1843	1.3317	1.5197	1.2816	1.2816	1.4791	1.8417	2.2044
6	<b>13.62</b>	<b>13.92</b>	<b>13.92</b>	<b>13.62</b>	<b>15.48</b>	<b>14.90</b>	<b>16.76</b>	<b>18.93</b>	<b>16.04</b>	<b>16.04</b>	<b>18.62</b>	<b>23.10</b>	<b>27.58</b>
	1.1020	1.1265	1.1259	1.1020	1.2525	1.2053	1.3557	1.5317	1.2976	1.2976	1.5061	1.8687	2.2313
7	<b>13.83</b>	<b>14.14</b>	<b>14.13</b>	<b>13.83</b>	<b>15.69</b>	<b>15.16</b>	<b>17.05</b>	<b>19.08</b>	<b>16.24</b>	<b>16.24</b>	<b>18.95</b>	<b>23.43</b>	<b>27.91</b>
	1.1190	1.1440	1.1429	1.1190	1.2695	1.2263	1.3797	1.5437	1.3136	1.3136	1.5331	1.8956	2.2582
8	<b>14.04</b>	<b>14.36</b>	<b>14.34</b>	<b>14.04</b>	<b>15.90</b>	<b>15.42</b>	<b>17.35</b>	<b>19.23</b>	<b>16.43</b>	<b>16.43</b>	<b>19.28</b>	<b>23.76</b>	<b>28.24</b>
	1.1360	1.1615	1.1599	1.1360	1.2865	1.2473	1.4037	1.5557	1.3296	1.3296	1.5601	1.9226	2.2851
9	<b>14.25</b>	<b>14.57</b>	<b>14.55</b>	<b>14.25</b>	<b>16.11</b>	<b>15.68</b>	<b>17.65</b>	<b>19.38</b>	<b>16.63</b>	<b>16.63</b>	<b>19.62</b>	<b>24.10</b>	<b>28.58</b>
	1.1530	1.1790	1.1769	1.1530	1.3035	1.2683	1.4277	1.5677	1.3456	1.3456	1.5871	1.9495	2.312
10	<b>14.46</b>	<b>14.79</b>	<b>14.76</b>	<b>14.46</b>	<b>16.32</b>	<b>15.94</b>	<b>17.94</b>	<b>19.53</b>	<b>16.83</b>	<b>16.83</b>	<b>19.95</b>	<b>24.43</b>	<b>28.91</b>
	1.1700	1.1965	1.1939	1.1700	1.3205	1.2893	1.4517	1.5797	1.3616	1.3616	1.6141	1.9765	2.3389
11	<b>14.67</b>	<b>15.01</b>	<b>14.97</b>	<b>14.67</b>	<b>16.53</b>	<b>16.20</b>	<b>18.24</b>	<b>19.67</b>	<b>17.03</b>	<b>17.03</b>	<b>20.28</b>	<b>24.76</b>	<b>29.24</b>
	1.1870	1.2140	1.2109	1.1870	1.3375	1.3103	1.4757	1.5917	1.3776	1.3776	1.6411	2.0034	2.3658
12	<b>14.88</b>	<b>15.22</b>	<b>15.18</b>	<b>14.88</b>	<b>16.74</b>	<b>16.45</b>	<b>18.54</b>	<b>19.82</b>	<b>17.22</b>	<b>17.22</b>	<b>20.62</b>	<b>25.10</b>	<b>29.57</b>
	1.2040	1.2315	1.2279	1.2040	1.3545	1.3313	1.4997	1.6037	1.3936	1.3936	1.6681	2.0304	2.3927
15	<b>15.46</b>	<b>15.81</b>	<b>15.76</b>	<b>15.46</b>	<b>17.48</b>	<b>17.21</b>	<b>19.49</b>	<b>20.32</b>	<b>17.89</b>	<b>17.89</b>	<b>21.78</b>	<b>26.17</b>	<b>30.57</b>
	1.2510	1.2790	1.2749	1.2510	1.4145	1.3923	1.5772	1.6437	1.4476	1.4476	1.7621	2.1177	2.4733
20	<b>16.04</b>	<b>16.40</b>	<b>16.34</b>	<b>16.04</b>	<b>18.22</b>	<b>17.96</b>	<b>20.45</b>	<b>20.81</b>	<b>18.56</b>	<b>18.56</b>	<b>22.94</b>	<b>27.25</b>	<b>31.57</b>
	1.2980	1.3265	1.3219	1.2980	1.4745	1.4533	1.6547	1.6837	1.5016	1.5016	1.8561	2.2050	2.5539
25	<b>16.62</b>	<b>16.98</b>	<b>16.92</b>	<b>16.62</b>	<b>18.97</b>	<b>18.72</b>	<b>21.41</b>	<b>21.30</b>	<b>19.23</b>	<b>19.23</b>	<b>24.10</b>	<b>28.34</b>	<b>32.56</b>
	1.3450	1.3740	1.3689	1.3450	1.5345	1.5143	1.7322	1.7237	1.5556	1.5556	1.9501	2.2930	2.6345

**EXHIBIT B – GRIEVANCE REPORT FORM**

---

**FORMAL STEP TWO**

A. Date Received by Superintendent: \_\_\_\_\_

B. Disposition of Superintendent: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

C. Position of Grievant and/or Association: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**FORMAL STEP THREE (ARBITRATION)**

A. Date Submitted to Arbitration: \_\_\_\_\_

B. Disposition of Arbitrator (attach award) \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

## EXHIBIT C-1 – PERFORMANCE APPRAISAL - Custodian

### PERFORMANCE APPRAISAL

### CUSTODIAN

Employee's Name: \_\_\_\_\_ Evaluation Period: \_\_\_\_\_

Job Objectives: Performs custodial duties to protect and preserve buildings, grounds, equipment, and furnishings.

Qualifications: Does the employee meet or exceeds all **prerequisite** training/skill requirements?  YES  NO  
If **NO**, document progress toward obtaining required skills and timeline to meet position standards.

### PERFORMANCE RATINGS

**DIRECTIONS:** The supervisor and employee should rate performance using the following indicators:

E – Exemplary    P – Proficient    B – Basic    U – Unsatisfactory    N/A – Not Applicable

Note: Provide written comments illustrating rationale when rating a duty "E."  
Develop a written action plan and identify assistance required when rating a duty "B" or "U."

### COMMITMENT, JUDGMENT, AND PROFESSIONAL DEVELOPMENT

S            E            S = Supervisor's Rating    E = Employee's Rating

- \_\_\_\_\_    \_\_\_\_\_    1. Upholds board policies and follows administrative guidelines/procedures. Acknowledges personal responsibility for decisions and conduct.
- \_\_\_\_\_    \_\_\_\_\_    2. Demonstrates professionalism and contributes to a positive work/learning environment. Strives to develop rapport and serves as a positive role model for others.
- \_\_\_\_\_    \_\_\_\_\_    3. Performs duties efficiently with limited supervision. Takes the initiative to perform routine tasks independently. Reacts productively to interruptions and changing conditions. Meets deadlines despite time constraints.
- \_\_\_\_\_    \_\_\_\_\_    4. Maintains an acceptable attendance record and is punctual.
- \_\_\_\_\_    \_\_\_\_\_    5. Participates in staff meetings and professional growth opportunities as directed.
- \_\_\_\_\_    \_\_\_\_\_    6. Keeps current with technology and other workplace innovations that support job functions.
- \_\_\_\_\_    \_\_\_\_\_    7. Maintains a professional appearance. Wears work attire appropriate for the position.
- \_\_\_\_\_    \_\_\_\_\_    8. Performs other specific job-related duties as directed.

### WORK PERFORMANCE, PLANNING, AND PROBLEM SOLVING

S            E            S = Supervisor's Rating    E = Employee's Rating

- \_\_\_\_\_    \_\_\_\_\_    9. Provides for the regular and orderly removal of trash. Washes, strips, and waxes floors. Sanitizes and re-supplies toilet rooms. Cleans furniture, fixtures, walls, and windows.
- \_\_\_\_\_    \_\_\_\_\_    10. Anticipates and replenishes consumable supplies to avoid work schedule interruptions. Complies with safety and environmental regulations. Ensures that supplies are labeled and stored safely.
- \_\_\_\_\_    \_\_\_\_\_    11. Cleans, moves, and arranges furnishings, supplies, and equipment as directed.
- \_\_\_\_\_    \_\_\_\_\_    12. Performs minor repairs. Avoids disrupting routine work schedules and building activities except during emergencies.
- \_\_\_\_\_    \_\_\_\_\_    13. Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Participates in occupational safety and health training programs as directed.
- \_\_\_\_\_    \_\_\_\_\_    14. Performs routine grounds keeping activities (e.g., mows grass, trims trees/shrubs, etc.). Maintains playground areas and equipment as directed. Assists with snow removal operations as directed.

**CUSTODIAN**

- \_\_\_\_\_ 15. Performs routine preventive maintenance activities (e.g., lubricates moving parts, replaces filters, cleans equipment, adjusts/replaces belts, changes oil, prepares items for storage, etc.).
- \_\_\_\_\_ 16. Prepares accurate and timely paperwork. Verifies and correctly enters data. Submits reports, records, and inventories as directed.
- \_\_\_\_\_ 17. Picks-up and delivers equipment, materials, and other supplies as directed. Helps with the receipt of deliveries. Inspects packages. Verifies quantities.
- \_\_\_\_\_ 18. Checks daily schedule to find out if a school activity requires preparation or clean up.
- \_\_\_\_\_ 19. Deals with unexpected situations (e.g., accidents, equipment failure, etc.). Assists other staff as needed to deal with unexpected or urgent situations.
- \_\_\_\_\_ 20. Monitors building conditions. Reports suspected problems and/or unsafe conditions (e.g., unusual odors, discolorations, noises, leaks, etc.). Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.
- \_\_\_\_\_ 21. Anticipates and prepares for fire, health, and safety inspections. Monitors safety equipment (e.g., electrical, lighting, alarm systems, etc.) as directed. Maintains clear routes for emergency egress.
- \_\_\_\_\_ 22. Takes appropriate action to protect district property. Ensures that assigned buildings and job sites are secured at the end of the day. Responds to emergencies as needed.
- \_\_\_\_\_ 23. Helps manage district security. Assists rental groups as directed. Directs visitors to the office.

**COMMUNICATIONS AND INTERPERSONAL RELATIONS**

S            E            S = Supervisor's Rating    E = Employee's Rating

- \_\_\_\_\_ 24. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.
- \_\_\_\_\_ 25. Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- \_\_\_\_\_ 26. Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills. Keeps the maintenance supervisor and/or head custodian informed about emerging issues.
- \_\_\_\_\_ 27. Respects personal privacy. Maintains the confidentiality of privileged information.
- \_\_\_\_\_ 28. Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with staff to manage or eliminate risk factors. Documents all injuries that require medical attention.

RATING COMMENTS: (Note number next to comments).

CUSTODIAN

Page 3 of 3

OVERALL PERFORMANCE COMMENTS (Including progress made toward annual goals):

**SUPERVISOR'S ASSESSMENT OF OVERALL PERFORMANCE:** (General work performance and personal effectiveness taken as a whole).

Exemplary

Proficient

Basic

Unsatisfactory

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I have read this performance appraisal. My signature does not imply concurrence with ratings or comments. I understand that this document will be placed in my personnel file and that I am entitled to a copy for my personal records.

ATTACH ADDITIONAL COMMENTS TO THIS FORM OR USE REVERSE SIDE OF PAGE AS NEEDED

PERFORMANCE APPRAISAL

Employee's Name: \_\_\_\_\_ Evaluation Period: \_\_\_\_\_

Job Objectives: Coordinates and performs custodial duties to protect and preserve buildings, grounds, equipment, and furnishings.

Qualifications: Does the employee meet or exceeds all **prerequisite** training/skill requirements?  YES  NO  
If **NO**, document progress toward obtaining required skills and timeline to meet position standards.

PERFORMANCE RATINGS

**DIRECTIONS:** The supervisor and employee should rate performance using the following indicators:  
E – Exemplary    P – Proficient    B – Basic    U – Unsatisfactory    N/A – Not Applicable  
*Note: Provide written comments illustrating rationale when rating a duty "E."  
Develop a written action plan and identify assistance required when rating a duty "B" or "U."*

COMMITMENT, JUDGMENT, AND PROFESSIONAL DEVELOPMENT

- | S     | E     | S = Supervisor's Rating | E = Employee's Rating  |
|-------|-------|-------------------------|--|
| _____ | _____ | 1.                      | Upholds board policies and follows administrative guidelines/procedures. Acknowledges personal responsibility for decisions and conduct.   |
| _____ | _____ | 2.                      | Engenders staff enthusiasm and teamwork. Promotes a positive work/learning environment. Strives to develop rapport and serves as a positive role model for others.   |
| _____ | _____ | 3.                      | Skillfully manages individual, group, and organizational interactions. Averts problem situations and intervenes to resolve conflicts. Interprets information accurately and initiates effective responses. Organizes tasks and manages time effectively. Meets deadlines despite time constraints. |
| _____ | _____ | 4.                      | Maintains an acceptable attendance record and is punctual.   |
| _____ | _____ | 5.                      | Participates in staff meetings and professional growth opportunities as directed.  |
| _____ | _____ | 6.                      | Keeps current with technology and other workplace innovations that support job functions. Shares knowledge about advances in operational procedures and equipment technology.  |
| _____ | _____ | 7.                      | Maintains a professional appearance. Wears work attire appropriate for the position.   |
| _____ | _____ | 8.                      | Performs other specific job-related duties as directed.  |

WORK PERFORMANCE, PLANNING, AND PROBLEM SOLVING

- | S     | E     | S = Supervisor's Rating | E = Employee's Rating   |
|-------|-------|-------------------------|---|
| _____ | _____ | 9.                      | Assigns and supervises custodial crews. Ensures the equitable distribution of workloads. Helps assigned staff meet established schedules. Provides for coverage during staff absences. Takes the initiative to perform routine tasks independently. |
| _____ | _____ | 10.                     | Supervises assigned staff under the direction of the maintenance supervisor. Assumes responsibility for the results of duties delegated to staff.   |
| _____ | _____ | 11.                     | Helps the maintenance supervisor develop short/long-range program recommendations.  |
| _____ | _____ | 12.                     | Provides for the regular and orderly removal of trash. Washes, strips, and waxes floors. Sanitizes and re-supplies toilet rooms. Cleans furniture, fixtures, walls, and windows.  |
| _____ | _____ | 13.                     | Anticipates and replenishes consumable supplies to avoid work schedule interruptions. Complies with safety and environmental regulations. Ensures that supplies are labeled and stored safely.  |

**HEAD CUSTODIAN**

- \_\_\_\_\_ 14. Cleans, moves, and arranges furnishings, supplies, and equipment as directed.
- \_\_\_\_\_ 15. Performs minor repairs. Avoids disrupting routine work schedules and building activities except during emergencies.
- \_\_\_\_\_ 16. Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Participates in occupational safety and health training programs as directed.
- \_\_\_\_\_ 17. Performs routine grounds keeping activities (e.g., mows grass, trims trees/shrubs, etc.). Maintains playground areas and equipment as directed. Assists with snow removal operations as directed.
- \_\_\_\_\_ 18. Performs routine preventive maintenance activities (e.g., lubricates moving parts, replaces filters, cleans equipment, adjusts/replaces belts, changes oil, prepares items for storage, etc.).
- \_\_\_\_\_ 19. Prepares accurate and timely paperwork. Verifies and correctly enters data. Submits reports, records, and inventories as directed.
- \_\_\_\_\_ 20. Picks-up and delivers equipment, materials, and other supplies as directed. Helps with the receipt of deliveries. Inspects packages. Verifies quantities.
- \_\_\_\_\_ 21. Checks daily schedule and coordinates preparation and clean-up activities for building events.
- \_\_\_\_\_ 22. Deals with unexpected situations (e.g., accidents, equipment failure, etc.). Assists other staff as needed to deal with unexpected or urgent situations.
- \_\_\_\_\_ 23. Monitors building conditions. Reports suspected problems and/or unsafe conditions (e.g., unusual odors, discolorations, noises, leaks, etc.). Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.
- \_\_\_\_\_ 24. Anticipates and prepares for fire, health, and safety inspections. Monitors safety equipment (e.g., electrical, lighting, alarm systems, etc.) as directed. Maintains clear routes for emergency egress.
- \_\_\_\_\_ 25. Takes appropriate action to protect district property. Ensures that assigned buildings and job sites are secured at the end of the day. Responds to emergencies as needed.
- \_\_\_\_\_ 26. Helps manage district security. Assists rental groups as directed. Directs visitors to the office.

**COMMUNICATIONS AND INTERPERSONAL RELATIONS**

S            E            S = Supervisor's Rating    E = Employee's Rating

- \_\_\_\_\_ 27. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.
- \_\_\_\_\_ 28. Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- \_\_\_\_\_ 29. Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills. Keeps the maintenance supervisor informed about emerging issues.
- \_\_\_\_\_ 30. Respects personal privacy. Maintains the confidentiality of privileged information.
- \_\_\_\_\_ 31. Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with staff to manage or eliminate risk factors. Documents all injuries that require medical attention.

**HEAD CUSTODIAN**

RATING COMMENTS: (Note number next to comments).

OVERALL PERFORMANCE COMMENTS (Including progress made toward annual goals):

<b>SUPERVISOR'S ASSESSMENT OF OVERALL PERFORMANCE:</b> (General work performance and personal effectiveness taken as a whole).			
<input type="checkbox"/> Exemplary	<input type="checkbox"/> Proficient	<input type="checkbox"/> Basic	<input type="checkbox"/> Unsatisfactory

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I have read this performance appraisal. My signature does not imply concurrence with ratings or comments. I understand that this document will be placed in my personnel file and that I am entitled to a copy for my personal records.

ATTACH ADDITIONAL COMMENTS TO THIS FORM OR USE REVERSE SIDE OF PAGE AS NEEDED

**PERFORMANCE APPRAISAL**

Employee's Name: \_\_\_\_\_ Evaluation Period: \_\_\_\_\_

Job Objectives: Provides technical expertise and manual skill in the inspection, servicing, and repair of the buildings, grounds, equipment, and furnishings.

Qualifications: Does the employee meet or exceeds all **prerequisite** training/skill requirements?  YES  NO  
If **NO**, document progress toward obtaining required skills and timeline to meet position standards.

**PERFORMANCE RATINGS**

**DIRECTIONS:** The supervisor and employee should rate performance using the following indicators:  
E – Exemplary P – Proficient B – Basic U – Unsatisfactory N/A – Not Applicable  
Note: Provide written comments illustrating rationale when rating a duty "E."  
Develop a written action plan and identify assistance required when rating a duty "B" or "U."

**COMMITMENT, JUDGMENT, AND PROFESSIONAL DEVELOPMENT**

- |   |   |   |
|---|---|---|
| S | E | S = Supervisor's Rating E = Employee's Rating |
|---|---|---|
- \_\_\_\_\_ 1. Upholds board policies and follows administrative guidelines/procedures. Acknowledges personal responsibility for decisions and conduct.
  - \_\_\_\_\_ 2. Demonstrates professionalism and contributes to a positive work/learning environment. Strives to develop rapport and serves as a positive role model for others.
  - \_\_\_\_\_ 3. Performs duties efficiently with limited supervision. Takes the initiative to perform routine tasks independently. Reacts productively to interruptions and changing conditions. Meets deadlines despite time constraints.
  - \_\_\_\_\_ 4. Maintains an acceptable attendance record and is punctual.
  - \_\_\_\_\_ 5. Participates in staff meetings and professional growth opportunities as directed.
  - \_\_\_\_\_ 6. Keeps current with technology and other workplace innovations that support job functions.
  - \_\_\_\_\_ 7. Maintains a professional appearance. Wears work attire appropriate for the position.
  - \_\_\_\_\_ 8. Performs other specific job-related duties as directed.

**WORK PERFORMANCE, PLANNING, AND PROBLEM SOLVING**

- |   |   |   |
|---|---|---|
| S | E | S = Supervisor's Rating E = Employee's Rating |
|---|---|---|
- \_\_\_\_\_ 9. Replaces damaged/defective wiring, switches, faucets valves, plumbing fixtures. etc. Installs equipment. Repairs fencing, building structures, windows, doors, equipment, and furnishings. Repairs and/or installs asphalt, concrete, and other paving materials. Services and maintains mechanical equipment.
  - \_\_\_\_\_ 10. Performs painting, plumbing, electrical, carpentry, and other general maintenance services.
  - \_\_\_\_\_ 11. Helps the maintenance supervisor prioritize repairs and develop short/long-range recommendations. Assists with the implementation of procedures to deal with emergency repairs.
  - \_\_\_\_\_ 12. Recommends equipment/supply acquisitions. Replenishes supplies to avoid work interruptions. Complies with safety and environmental regulations. Ensures that supplies are labeled and stored safely.
  - \_\_\_\_\_ 13. Estimates repair costs. Performs repairs. Avoids disrupting routine work schedules and building activities except during emergencies. Consults with the maintenance supervisor to schedule major renovations and ensure compliance with building codes and ADA accessibility standards.

**GENERAL MAINTENANCE**

- \_\_\_\_\_ 14. Helps prepare boilers for annual inspections, cleaning, maintenance activities, and/or shutdown.
- \_\_\_\_\_ 15. Cleans, moves, and arranges furnishings, supplies, and equipment as directed.
- \_\_\_\_\_ 16. Performs minor repairs. Avoids disrupting routine work schedules and building activities except during emergencies.
- \_\_\_\_\_ 17. Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Participates in occupational safety and health training programs as directed.
- \_\_\_\_\_ 18. Assists with grounds keeping activities (e.g., mows grass, trims trees/shrubs, etc.). Maintains recreational and playground areas and equipment as directed. Assists with snow removal and de-icing operations.
- \_\_\_\_\_ 19. Performs routine preventive maintenance activities (e.g., lubricates moving parts, replaces filters, cleans equipment, adjusts/replaces belts, changes oil, prepares items for storage, etc.).
- \_\_\_\_\_ 20. Prepares accurate and timely paperwork. Verifies and correctly enters data. Submits reports, records, and inventories as directed.
- \_\_\_\_\_ 21. Prepares accurate and timely paperwork. Verifies and correctly enters data. Helps with deliveries. Inspects packages. Verifies quantities.
- \_\_\_\_\_ 22. Checks daily schedule and coordinates preparation and clean-up activities for building events.
- \_\_\_\_\_ 23. Deals with unexpected situations (e.g., accidents, equipment failure, etc.).
- \_\_\_\_\_ 24. Monitors building conditions. Reports suspected problems and/or unsafe conditions (e.g., unusual odors, discolorations, noises, leaks, etc.). Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.
- \_\_\_\_\_ 25. Prepares for fire, health, and safety inspections. Monitors safety equipment (e.g., electrical, lighting, alarm systems, etc.) as directed. Maintains clear routes for emergency egress.
- \_\_\_\_\_ 26. Takes appropriate action to protect district property. Ensures that assigned buildings and job sites are secured at the end of the day. Responds to emergencies as needed.
- \_\_\_\_\_ 27. Helps manage district security. Assists rental groups as directed. Directs visitors to the office.

**COMMUNICATIONS AND INTERPERSONAL RELATIONS**

S            E            S = Supervisor's Rating    E = Employee's Rating

- \_\_\_\_\_ 28. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.
- \_\_\_\_\_ 29. Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- \_\_\_\_\_ 30. Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills. Keeps the maintenance supervisor informed about ongoing activities and emerging issues.
- \_\_\_\_\_ 31. Respects personal privacy. Maintains the confidentiality of privileged information.
- \_\_\_\_\_ 32. Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with staff to manage or eliminate risk factors. Documents all injuries that require medical attention.

**GENERAL MAINTENANCE**

RATING COMMENTS: (Note number next to comments).

OVERALL PERFORMANCE COMMENTS (Including progress made toward annual goals):

**SUPERVISOR'S ASSESSMENT OF OVERALL PERFORMANCE:** (General work performance and personal effectiveness taken as a whole).

Exemplary

Proficient

Basic

Unsatisfactory

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I have read this performance appraisal. My signature does not imply concurrence with ratings or comments. I understand that this document will be placed in my personnel file and that I am entitled to a copy for my personal records.

ATTACH ADDITIONAL COMMENTS TO THIS FORM OR USE REVERSE SIDE OF PAGE AS NEEDED

**PERFORMANCE APPRAISAL**

Employee's Name: \_\_\_\_\_ Evaluation Period: \_\_\_\_\_

Job Objectives: Provides technical expertise and manual skill in the inspection, servicing, and repair of the buildings, grounds, equipment, and furnishings.

Qualifications: Does the employee meet or exceeds all **prerequisite** training/skill requirements?  YES  NO  
If **NO**, document progress toward obtaining required skills and timeline to meet position standards.

**PERFORMANCE RATINGS**

**DIRECTIONS:** The supervisor and employee should rate performance using the following indicators:  
E – Exemplary    P – Proficient    B – Basic    U – Unsatisfactory    N/A – Not Applicable  
*Note: Provide written comments illustrating rationale when rating a duty "E."  
Develop a written action plan and identify assistance required when rating a duty "B" or "U."*

**COMMITMENT, JUDGMENT, AND PROFESSIONAL DEVELOPMENT**

- |   |   |  |
|---|---|--|
| S | E | S = Supervisor's Rating    E = Employee's Rating |
|---|---|--|
- \_\_\_\_\_    \_\_\_\_\_    1. Upholds board policies and follows administrative guidelines/procedures. Acknowledges personal responsibility for decisions and conduct.
  - \_\_\_\_\_    \_\_\_\_\_    2. Demonstrates professionalism and contributes to a positive work/learning environment. Strives to develop rapport and serves as a positive role model for others.
  - \_\_\_\_\_    \_\_\_\_\_    3. Performs duties efficiently with limited supervision. Takes the initiative to perform routine tasks independently. Reacts productively to interruptions and changing conditions. Meets deadlines despite time constraints.
  - \_\_\_\_\_    \_\_\_\_\_    4. Maintains an acceptable attendance record and is punctual.
  - \_\_\_\_\_    \_\_\_\_\_    5. Participates in staff meetings and professional growth opportunities as directed.
  - \_\_\_\_\_    \_\_\_\_\_    6. Keeps current with technology and other workplace innovations that support job functions.
  - \_\_\_\_\_    \_\_\_\_\_    7. Maintains a professional appearance. Wears work attire appropriate for the position.
  - \_\_\_\_\_    \_\_\_\_\_    8. Performs other specific job-related duties as directed.

**WORK PERFORMANCE, PLANNING, AND PROBLEM SOLVING**

- |   |   |  |
|---|---|--|
| S | E | S = Supervisor's Rating    E = Employee's Rating |
|---|---|--|
- \_\_\_\_\_    \_\_\_\_\_    9. Replaces damaged/defective wiring, switches, faucets valves, plumbing fixtures. etc. Installs equipment. Repairs fencing, building structures, windows, doors, equipment, and furnishings. Repairs and/or installs asphalt, concrete, and other paving materials. Services and maintains mechanical equipment.
  - \_\_\_\_\_    \_\_\_\_\_    10. Supervises and assists with painting, plumbing, electrical, carpentry, and other general maintenance..
  - \_\_\_\_\_    \_\_\_\_\_    11. Helps the maintenance supervisor prioritize repairs and develop short/long-range recommendations. Recommends effective procedures to deal with emergency repairs.
  - \_\_\_\_\_    \_\_\_\_\_    12. Assists with inventory procedures. Recommends equipment/supply acquisitions. Replenishes supplies to avoid work interruptions. Complies with safety and environmental regulations. Ensures that supplies are labeled and stored safely.
  - \_\_\_\_\_    \_\_\_\_\_    13. Estimates repair costs. Performs repairs. Avoids disrupting routine work schedules and building activities except during emergencies. Consults with the maintenance supervisor to schedule major renovations and ensure compliance with building codes and ADA accessibility standards.

**SKILLED MAINTENANCE**

- \_\_\_\_\_ 14. Monitors, regulates, and inspects HVAC equipment as directed. Helps prepare boilers and other equipment for annual inspections, cleaning, maintenance activities, and/or shutdown.
- \_\_\_\_\_ 15. Cleans, moves, and arranges furnishings, supplies, and equipment as directed.
- \_\_\_\_\_ 16. Performs minor repairs. Avoids disrupting routine work schedules and building activities except during emergencies.
- \_\_\_\_\_ 17. Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Participates in occupational safety and health training programs as directed.
- \_\_\_\_\_ 18. Assists with grounds keeping activities (e.g., mows grass, trims trees/shrubs, etc.). Maintains recreational and playground areas and equipment as directed. Assists with snow removal and de-icing operations.
- \_\_\_\_\_ 19. Performs routine preventive maintenance activities (e.g., lubricates moving parts, replaces filters, cleans equipment, adjusts/replaces belts, changes oil, prepares items for storage, etc.).
- \_\_\_\_\_ 20. Prepares accurate and timely paperwork. Verifies and correctly enters data. Submits reports, records, and inventories as directed.
- \_\_\_\_\_ 21. Picks-up and delivers equipment, materials, and other supplies as directed. Helps with deliveries. Inspects packages. Verifies quantities.
- \_\_\_\_\_ 22. Checks daily schedule and coordinates preparation and clean-up activities for building events.
- \_\_\_\_\_ 23. Deals with unexpected situations (e.g., accidents, equipment failure, etc.). Assists staff as needed to deal with unexpected or urgent situations.
- \_\_\_\_\_ 24. Monitors building conditions. Reports suspected problems and/or unsafe conditions (e.g., unusual odors, discolorations, noises, leaks, etc.). Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.
- \_\_\_\_\_ 25. Anticipates and prepares for fire, health, and safety inspections. Monitors safety equipment (e.g., electrical, lighting, alarm systems, etc.) as directed. Maintains clear routes for emergency egress.
- \_\_\_\_\_ 26. Takes appropriate action to protect district property. Ensures that assigned buildings and job sites are secured at the end of the day. Responds to emergencies as needed.
- \_\_\_\_\_ 27. Helps manage district security. Assists rental groups as directed. Directs visitors to the office.

**COMMUNICATIONS AND INTERPERSONAL RELATIONS**

S            E            S = Supervisor's Rating    E = Employee's Rating

- \_\_\_\_\_ 28. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.
- \_\_\_\_\_ 29. Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- \_\_\_\_\_ 30. Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills. Keeps the maintenance supervisor informed about ongoing activities and emerging issues.
- \_\_\_\_\_ 31. Respects personal privacy. Maintains the confidentiality of privileged information.
- \_\_\_\_\_ 32. Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with staff to manage or eliminate risk factors. Documents all injuries that require medical attention.

**SKILLED MAINTENANCE**

RATING COMMENTS: (Note number next to comments).

OVERALL PERFORMANCE COMMENTS (Including progress made toward annual goals):

<b>SUPERVISOR'S ASSESSMENT OF OVERALL PERFORMANCE:</b> (General work performance and personal effectiveness taken as a whole).			
<input type="checkbox"/> Exemplary	<input type="checkbox"/> Proficient	<input type="checkbox"/> Basic	<input type="checkbox"/> Unsatisfactory

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I have read this performance appraisal. My signature does not imply concurrence with ratings or comments. I understand that this document will be placed in my personnel file and that I am entitled to a copy for my personal records.

ATTACH ADDITIONAL COMMENTS TO THIS FORM OR USE REVERSE SIDE OF PAGE AS NEEDED

**PERFORMANCE APPRAISAL**

**TECHNICAL MAINTENANCE**

Employee's Name: \_\_\_\_\_ Evaluation Period: \_\_\_\_\_

Job Objectives: Provides high-level technical expertise and manual skill in the inspection, servicing, and repair of the buildings, grounds, equipment, and furnishings.

Qualifications: Does the employee meet or exceeds all **prerequisite** training/skill requirements?  YES  NO  
If **NO**, document progress toward obtaining required skills and timeline to meet position standards.

**DIRECTIONS:** The supervisor and employee should rate performance using the following indicators:  
E – Exemplary    P – Proficient    B – Basic    U – Unsatisfactory    N/A – Not Applicable  
*Note: Provide written comments illustrating rationale when rating a duty "E."  
Develop a written action plan and identify assistance required when rating a duty "B" or "U."*

**PERFORMANCE RATINGS**

**COMMITMENT, JUDGMENT, AND PROFESSIONAL DEVELOPMENT**

- |   |   |  |
|---|---|--|
| S | E | S = Supervisor's Rating    E = Employee's Rating |
|---|---|--|
- \_\_\_\_\_    \_\_\_\_\_    1. Upholds board policies and follows administrative guidelines/procedures. Acknowledges personal responsibility for decisions and conduct.
  - \_\_\_\_\_    \_\_\_\_\_    2. Demonstrates professionalism and contributes to a positive work/learning environment. Strives to develop rapport and serves as a positive role model for others.
  - \_\_\_\_\_    \_\_\_\_\_    3. Performs duties efficiently with limited supervision. Takes the initiative to perform routine tasks independently. Reacts productively to interruptions and changing conditions. Meets deadlines despite time constraints.
  - \_\_\_\_\_    \_\_\_\_\_    4. Maintains an acceptable attendance record and is punctual.
  - \_\_\_\_\_    \_\_\_\_\_    5. Participates in staff meetings and professional growth opportunities as directed.
  - \_\_\_\_\_    \_\_\_\_\_    6. Keeps current with technology and other workplace innovations that support job functions.
  - \_\_\_\_\_    \_\_\_\_\_    7. Maintains a professional appearance. Wears work attire appropriate for the position.
  - \_\_\_\_\_    \_\_\_\_\_    8. Performs other specific job-related duties as directed.

**WORK PERFORMANCE, PLANNING, AND PROBLEM SOLVING**

- |   |   |  |
|---|---|--|
| S | E | S = Supervisor's Rating    E = Employee's Rating |
|---|---|--|
- \_\_\_\_\_    \_\_\_\_\_    9. Replaces damaged/defective wiring, switches, faucets valves, plumbing fixtures. etc. Installs equipment. Repairs fencing, building structures, windows, doors, equipment, and furnishings. Repairs and/or installs asphalt, concrete, and other paving materials. Services and maintains mechanical equipment.
  - \_\_\_\_\_    \_\_\_\_\_    10. Supervises and assists with painting, plumbing, electrical, carpentry, and other general maintenance.
  - \_\_\_\_\_    \_\_\_\_\_    11. Helps the maintenance supervisor prioritize repairs and develop short/long-range recommendations. Recommends effective procedures to deal with emergency repairs.
  - \_\_\_\_\_    \_\_\_\_\_    12. Assists with inventory procedures. Recommends equipment/supply acquisitions. Replenishes supplies to avoid work interruptions. Complies with safety and environmental regulations. Ensures that supplies are labeled and stored safely.
  - \_\_\_\_\_    \_\_\_\_\_    13. Estimates repair costs. Performs repairs. Avoids disrupting routine work schedules and building activities except during emergencies. Consults with the maintenance supervisor to schedule major renovations and ensure compliance with building codes and ADA accessibility standards.

**TECHNICAL MAINTENANCE**

- \_\_\_\_\_ 14. Monitors, regulates, and inspects HVAC equipment as directed. Helps prepare boilers and other equipment for annual inspections, cleaning, maintenance activities, and/or shutdown.
- \_\_\_\_\_ 15. Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Participates in occupational safety and health training programs as directed.
- \_\_\_\_\_ 16. Assists with grounds keeping activities (e.g., mows grass, trims trees/shrubs, etc.). Maintains recreational and playground areas and equipment as directed. Assists with snow removal and de-icing operations.
- \_\_\_\_\_ 17. Performs routine preventive maintenance activities (e.g., lubricates moving parts, replaces filters, cleans equipment, adjusts/replaces belts, changes oil, prepares items for storage, etc.).
- \_\_\_\_\_ 18. Prepares accurate and timely paperwork. Verifies and correctly enters data. Submits reports, records, and inventories as directed.
- \_\_\_\_\_ 19. Picks-up and delivers equipment, materials, and other supplies as directed. Helps with deliveries. Inspects packages. Verifies quantities.
- \_\_\_\_\_ 20. Checks daily schedule and coordinates preparation and clean-up activities for building events.
- \_\_\_\_\_ 21. Deals with unexpected situations (e.g., accidents, equipment failure, etc.). Assists staff as needed to deal with unexpected or urgent situations.
- \_\_\_\_\_ 22. Monitors building conditions. Reports suspected problems and/or unsafe conditions (e.g., unusual odors, discolorations, noises, leaks, etc.). Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.
- \_\_\_\_\_ 23. Anticipates and prepares for fire, health, and safety inspections. Monitors safety equipment (e.g., electrical, lighting, alarm systems, etc.) as directed. Maintains clear routes for emergency egress.
- \_\_\_\_\_ 24. Takes appropriate action to protect district property. Ensures that assigned buildings and job sites are secured at the end of the day. Responds to emergencies as needed.
- \_\_\_\_\_ 25. Helps manage district security. Assists rental groups as directed. Directs visitors to the office.

**COMMUNICATIONS AND INTERPERSONAL RELATIONS**

S            E            S = Supervisor's Rating    E = Employee's Rating

- \_\_\_\_\_ 26. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.
- \_\_\_\_\_ 27. Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- \_\_\_\_\_ 28. Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills. Keeps the maintenance supervisor informed about ongoing activities and emerging issues.
- \_\_\_\_\_ 29. Respects personal privacy. Maintains the confidentiality of privileged information.
- \_\_\_\_\_ 30. Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with staff to manage or eliminate risk factors. Documents all injuries that require medical attention.

**TECHNICAL MAINTENANCE**

RATING COMMENTS: (Note number next to comments).

OVERALL PERFORMANCE COMMENTS (Including progress made toward annual goals):

<b>SUPERVISOR'S ASSESSMENT OF OVERALL PERFORMANCE:</b> (General work performance and personal effectiveness taken as a whole).			
<input type="checkbox"/> Exemplary	<input type="checkbox"/> Proficient	<input type="checkbox"/> Basic	<input type="checkbox"/> Unsatisfactory

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I have read this performance appraisal. My signature does not imply concurrence with ratings or comments. I understand that this document will be placed in my personnel file and that I am entitled to a copy for my personal records.

ATTACH ADDITIONAL COMMENTS TO THIS FORM OR USE REVERSE SIDE OF PAGE AS NEEDED

## EXHIBIT C-2 – PERFORMANCE APPRAISAL – Food Service

### #32 PERFORMANCE APPRAISAL

HEAD COOK

Employee's Name: \_\_\_\_\_ Evaluation Period: \_\_\_\_\_

Job Objectives: Directs the preparation of food. Maintains high standards that support the effective delivery of quality food services. Maintains an orderly and sanitary kitchen.

Qualifications: Does the employee meet or exceeds all **prerequisite** training/skill requirements?  YES  NO  
If **NO**, document progress toward obtaining required skills and timeline to meet position standards.

### PERFORMANCE RATINGS

**DIRECTIONS:** The supervisor and employee should rate performance using the following indicators:

E – Exemplary P – Proficient B – Basic U – Unsatisfactory N/A – Not Applicable

Note: Provide written comments illustrating rationale when rating a duty "E."  
Develop a written action plan and identify assistance required when rating a duty "B" or "U."

### COMMITMENT, JUDGMENT, AND PROFESSIONAL DEVELOPMENT

S E S = Supervisor's Rating E = Employee's Rating

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 1. Upholds board policies and follows administrative guidelines/procedures. Acknowledges personal responsibility for decisions and conduct.   |
| _____ | _____ | 2. Engenders staff enthusiasm and teamwork. Promotes a positive work/learning environment. Strives to develop rapport and serves as a positive role model for others.   |
| _____ | _____ | 3. Skillfully manages individual, group, and organizational interactions. Averts problem situations and intervenes to resolve conflicts. Interprets information accurately and initiates effective responses. Organizes tasks and manages time effectively. Meets deadlines despite time constraints. |
| _____ | _____ | 4. Maintains an acceptable attendance record and is punctual.   |
| _____ | _____ | 5. Keeps current with technology and other workplace innovations that support job functions. Pursues growth opportunities that enhance professional performance and advance district goals.   |
| _____ | _____ | 6. Maintains a professional appearance. Wears work attire appropriate for the position.   |
| _____ | _____ | 7. Performs other specific job-related duties as directed.  |

### WORK PERFORMANCE, PLANNING, AND PROBLEM SOLVING

S E S = Supervisor's Rating E = Employee's Rating

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 8. Supervises food preparation activities. Addresses issues that arise during the absence of the food service director. Takes the initiative to perform routine tasks independently.   |
| _____ | _____ | 9. Evaluates performance to ensure that food service programs are effective.   |
| _____ | _____ | 10. Maintains accurate inventory records. Monitors the use of products and supplies to control costs and reduce waste. Advises the food service director about the need for additional supplies.   |
| _____ | _____ | 11. Assists with the receipt of deliveries. Follows approved food safety procedures. Verifies quantities. Reports shortages and spoiled products. Organizes, stores, dates, and rotates stock.   |
| _____ | _____ | 12. Participates in food service staff selection and orientation processes. Ensures the equitable distribution of workloads. Arranges for substitutes during staff absences as needed.   |
| _____ | _____ | 13. Promotes professionalism. Trains food service staff in procedures to effectively accomplish assigned duties. Shares knowledge about advances in operational procedures and equipment technology. Implements locally developed personnel appraisal standards.   |
| _____ | _____ | 14. Supervises assigned staff under the direction of the food service director. Assumes responsibility for the results of duties delegated to staff.   |
| _____ | _____ | 15. Follows published menus. Ensures that lunches meet USDA child nutrition guidelines.  |
| _____ | _____ | 16. Uses standardized recipes to maintain quality control. Monitors production sheets/work progress. Ensures compliance with district specifications and mandated regulations (e.g., hazard analysis critical control points, portion size, sanitation procedures, etc.). Monitors temperature controls. |

**HEAD COOK**

- \_\_\_\_\_ 17. Directs serving line set up activities and the attractive presentation of food. Plans for substitute menu items when demand exceeds supply. Addresses the needs of students with health conditions that necessitate dietary modifications.
- \_\_\_\_\_ 18. Cleans/sanitizes work surfaces, equipment, serving lines, kitchen floors, etc. Oversees the storage/disposal of leftover food. Helps ensure that the kitchen and storage areas are secured at the end of the workday.
- \_\_\_\_\_ 19. Accounts for all lunches. Prepares/makes bank deposits. Submits records to the treasurer's office.
- \_\_\_\_\_ 20. Helps with special district events (e.g., banquets, etc.). Assists rental groups as directed.
- \_\_\_\_\_ 21. Supervises collection, verification, and recording of program information as directed. Manages the accurate and timely completion reports, records, and inventories.
- \_\_\_\_\_ 22. Assists other staff as needed to deal with unexpected or urgent situations.
- \_\_\_\_\_ 23. Anticipates and prepares for fire, health, and safety inspections. Teaches staff how to operate fire/safety equipment. Documents all injuries that require medical attention.
- \_\_\_\_\_ 24. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns. Identifies maintenance needs and notifies the food service director.
- \_\_\_\_\_ 25. Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares student conduct reports as directed.

**COMMUNICATIONS AND INTERPERSONAL RELATIONS**

S            E            S = Supervisor's Rating    E = Employee's Rating

- \_\_\_\_\_ 26. Promotes a professional image of the school district. Supports community partnerships that enhance district programs. Encourages parent organizations and supports school-sponsored activities.
- \_\_\_\_\_ 27. Promotes effective communications and reliable service. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- \_\_\_\_\_ 28. Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills. Keeps the food service director informed about emerging issues.
- \_\_\_\_\_ 29. Respects personal privacy. Maintains the confidentiality of privileged information.
- \_\_\_\_\_ 30. Promotes a safe, efficient, and effective work/learning environment. Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.

RATING COMMENTS: (Note number next to comments).

HEAD COOK

Page 3 of 3

OVERALL PERFORMANCE COMMENTS (Including progress made toward annual goals):

**SUPERVISOR'S ASSESSMENT OF OVERALL PERFORMANCE:** (General work performance and personal effectiveness taken as a whole).

Exemplary       Proficient       Basic       Unsatisfactory

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I have read this performance appraisal. My signature does not imply concurrence with ratings or comments. I understand that this document will be placed in my personnel file and that I am entitled to a copy for my personal records.

ATTACH ADDITIONAL COMMENTS TO THIS FORM OR USE REVERSE SIDE OF PAGE AS NEEDED

**#33 PERFORMANCE APPRAISAL**

Employee's Name: \_\_\_\_\_ Evaluation Period: \_\_\_\_\_

Job Objectives: Prepares and serves meals. Maintains high standards that support the effective delivery of quality food services. Maintains an orderly and sanitary kitchen.

Qualifications: Does the employee meet or exceeds all *prerequisite* training/skill requirements?  YES  NO  
If **NO**, document progress toward obtaining required skills and timeline to meet position standards.

**PERFORMANCE RATINGS**

**DIRECTIONS:** The supervisor and employee should rate performance using the following indicators:  
E – Exemplary P – Proficient B – Basic U – Unsatisfactory N/A – Not Applicable  
*Note:* Provide written comments illustrating rationale when rating a duty "E."  
Develop a written action plan and identify assistance required when rating a duty "B" or "U."

**COMMITMENT, JUDGMENT, AND PROFESSIONAL DEVELOPMENT**

- |   |   |   |
|---|---|---|
| S | E | S = Supervisor's Rating E = Employee's Rating |
|---|---|---|
- \_\_\_\_\_ \_\_\_\_\_ 1. Upholds board policies and follows administrative guidelines/procedures. Acknowledges personal responsibility for decisions and conduct.
  - \_\_\_\_\_ \_\_\_\_\_ 2. Demonstrates professionalism and contributes to a positive work/learning environment. Strives to develop rapport and serves as a positive role model for others.
  - \_\_\_\_\_ \_\_\_\_\_ 3. Performs duties efficiently with limited supervision. Takes the initiative to perform routine tasks independently. Reacts productively to interruptions and changing conditions. Meets deadlines despite time constraints.
  - \_\_\_\_\_ \_\_\_\_\_ 4. Maintains an acceptable attendance record and is punctual.
  - \_\_\_\_\_ \_\_\_\_\_ 5. Keeps current with technology and other workplace innovations that support job functions. Participates in staff meetings and professional growth opportunities as directed.
  - \_\_\_\_\_ \_\_\_\_\_ 6. Maintains a professional appearance. Wears work attire appropriate for the position.
  - \_\_\_\_\_ \_\_\_\_\_ 7. Performs other specific job-related duties as directed.

**WORK PERFORMANCE, PLANNING, AND PROBLEM SOLVING**

- |   |   |   |
|---|---|---|
| S | E | S = Supervisor's Rating E = Employee's Rating |
|---|---|---|
- \_\_\_\_\_ \_\_\_\_\_ 8. Checks/confirms assignments. Carefully follows directions. Seeks advice when expectations are unclear.
  - \_\_\_\_\_ \_\_\_\_\_ 9. Follows the published menus. Carefully uses products and supplies to control costs and reduce waste. Advises the head cook about the need for additional supplies.
  - \_\_\_\_\_ \_\_\_\_\_ 10. Assists with the receipt of deliveries. Follows approved food safety procedures. Verifies quantities. Reports shortages and spoiled products. Organizes, stores, dates, and rotates stock as directed.
  - \_\_\_\_\_ \_\_\_\_\_ 11. Uses standardized recipes to maintain quality control. Monitors production sheets. Monitors compliance with district specifications and mandated regulations (e.g., hazard analysis critical control points, portion size, sanitation procedures, etc.). Monitors temperature controls.
  - \_\_\_\_\_ \_\_\_\_\_ 12. Sets up serving lines. Assists with the attractive presentation of food. Replenishes supplies to maintain an orderly flow of customers. Promptly provides substitute menu items as needed. Prepares meals for students with dietary restrictions as directed.
  - \_\_\_\_\_ \_\_\_\_\_ 13. Operates the cash register as directed. Ensures that money is exchanged correctly. Monitors students to help maintain orderly behavior. Does not leave the cash register unattended.
  - \_\_\_\_\_ \_\_\_\_\_ 14. Operates the dishwasher. Hand washes large cookware (e.g., pots, pans, trays, cutlery etc.). Cleans/sanitizes work surfaces, equipment, serving lines, kitchen floors, etc. Ensures that leftover food, kitchen supplies, and equipment are properly stored. Secures the kitchen and storage areas as directed.
  - \_\_\_\_\_ \_\_\_\_\_ 15. Accounts for all lunches. Prepares accurate and timely paperwork. Verifies and correctly enters data.
  - \_\_\_\_\_ \_\_\_\_\_ 16. Helps with special district events (e.g., banquets, etc.). Assists rental groups as directed.

**COOK**

- \_\_\_\_\_ 17. Assists other staff as needed to deal with unexpected or urgent situations.
- \_\_\_\_\_ 18. Prepares for fire, health, and safety inspections. Learns how to operate fire/safety equipment.
- \_\_\_\_\_ 19. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.
- \_\_\_\_\_ 20. Upholds the student conduct code. Maintains high expectations for behavior and performance.

**COMMUNICATIONS AND INTERPERSONAL RELATIONS**

S            E            S = Supervisor's Rating    E = Employee's Rating

- \_\_\_\_\_ 21. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.
- \_\_\_\_\_ 22. Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- \_\_\_\_\_ 23. Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- \_\_\_\_\_ 24. Respects personal privacy. Maintains the confidentiality of privileged information.
- \_\_\_\_\_ 25. Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors. Documents all injuries that require medical attention.

RATING COMMENTS: (Note number next to comments).

COOK

Page 3 of 3

OVERALL PERFORMANCE COMMENTS (Including progress made toward annual goals):

**SUPERVISOR'S ASSESSMENT OF OVERALL PERFORMANCE:** (General work performance and personal effectiveness taken as a whole).

Exemplary       Proficient       Basic       Unsatisfactory

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I have read this performance appraisal. My signature does not imply concurrence with ratings or comments. I understand that this document will be placed in my personnel file and that I am entitled to a copy for my personal records.

ATTACH ADDITIONAL COMMENTS TO THIS FORM OR USE REVERSE SIDE OF PAGE AS NEEDED

### EXHIBIT C-3 – PERFORMANCE APPRAISAL – Program Support

EDUCATIONAL AIDE

#### #13 PERFORMANCE APPRAISAL

Employee's Name: \_\_\_\_\_ Evaluation Period: \_\_\_\_\_

Job Objectives: Performs a variety of non-teaching classroom support and student personal care services as directed under the supervision of an assigned teacher.

Qualifications: Does the employee meet or exceeds all *prerequisite* training/skill requirements?  YES  NO  
If **NO**, document progress toward obtaining required skills and timeline to meet position standards.

PERFORMANCE RATINGS

**DIRECTIONS:** The supervisor and employee should rate performance using the following indicators:

E – Exemplary P – Proficient B – Basic U – Unsatisfactory N/A – Not Applicable

Note: Provide written comments illustrating rationale when rating a duty "E."

Develop a written action plan and identify assistance required when rating a duty "B" or "U."

#### COMMITMENT, JUDGMENT, AND PROFESSIONAL DEVELOPMENT

S E S = Supervisor's Rating E = Employee's Rating

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. Upholds board policies and follows administrative guidelines/procedures. Acknowledges personal responsibility for decisions and conduct.                                    |
| _____ | _____ | 2. Demonstrates professionalism and contributes to a positive work environment. Strives to develop rapport and serves as a positive role model for others.                     |
| _____ | _____ | 3. Performs duties efficiently with limited supervision. Reacts productively to interruptions and changing conditions. Meets deadlines despite time constraints.               |
| _____ | _____ | 4. Maintains an acceptable attendance record and is punctual.  |
| _____ | _____ | 5. Keeps current with technology and other workplace innovations that support job functions. Participates in staff meetings and professional growth opportunities as directed. |
| _____ | _____ | 6. Maintains a professional appearance. Wears work attire appropriate for the position.  |
| _____ | _____ | 7. Performs other specific job-related duties as directed.   |

#### WORK PERFORMANCE, PLANNING, AND PROBLEM SOLVING

S E S = Supervisor's Rating E = Employee's Rating

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 8. Checks with the teacher for instructions. Works with small groups and/or individual students. Seeks advice when expectations are unclear. Acquires basic proficiency in skills that support student needs (e.g., sign language, finger spelling, etc.).  |
| _____ | _____ | 9. Helps students with remedial and/or enrichment activities. Reinforces instructional objectives introduced by the teacher. Maintains a positive learning environment. Supports an inclusive educational environment. Helps students with disabilities participate in appropriate learning activities as directed. |
| _____ | _____ | 10. Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.  |
| _____ | _____ | 11. Assists with student mobility needs. Helps students use assistive and/or augmentative devices. Positions students to take full advantage of each learning environment (e.g., line-of-sight, proximity to equipment, height of work surfaces, etc.).   |
| _____ | _____ | 12. Assists therapists with standing frames, braces, changing clothing, tube feeding, etc. Helps incorporate assigned therapy activities into the daily schedule (e.g., stretching, speech assistance, exercises, etc.).  |
| _____ | _____ | 13. Follows prescribed medical plans and/or assists students with personal hygiene care (e.g., toileting, catheterization, etc.) as trained by a licensed health care professional. Helps feed students. Complies with personal hygiene rules and standard sanitation procedures.                                   |
| _____ | _____ | 14. Actively participates in programmed recreational activities as directed. Supervises rest periods when applicable. Monitors ill students until a parent/guardian arrives.  |
| _____ | _____ | 15. Supervises non-classroom activities as directed (e.g., arrival/departure, lunch, recess, field trips, library, computer lab, etc.).   |

**EDUCATIONAL AIDE**

- \_\_\_\_\_ 16. Performs clerical work related to classroom activities. Prepares and distributes classroom materials. Maintains records as directed.
- \_\_\_\_\_ 17. Prepares classroom equipment for use (e.g., computers, media resources, etc.).
- \_\_\_\_\_ 18. Helps keep program and storage areas orderly (e.g., stores equipment, shelves books, cleans spills, etc.). Sanitizes equipment as directed.
- \_\_\_\_\_ 19. Participates in staff meetings, conferences, and other required school activities.
- \_\_\_\_\_ 20. Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, equipment malfunctions, and other related concerns.
- \_\_\_\_\_ 21. Upholds the student conduct code. Maintains high expectations for behavior and performance. Works with the classroom teacher to address persistent behavior problems.

**COMMUNICATIONS AND INTERPERSONAL RELATIONS**

S            E            S = Supervisor's Rating    E = Employee's Rating

- \_\_\_\_\_ 22. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.
- \_\_\_\_\_ 23. Promotes effective communications and reliable service. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- \_\_\_\_\_ 24. Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills. Uses diplomacy and exercises self-control when dealing with other individuals. Exhibits consistency, resourcefulness, and resilience.
- \_\_\_\_\_ 25. Respects personal privacy. Maintains the confidentiality of privileged information.
- \_\_\_\_\_ 26. Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.

RATING COMMENTS: (Note number next to comments).

EDUCATIONAL AIDE

Page 3 of 3

OVERALL PERFORMANCE COMMENTS (Including progress made toward annual goals):

**SUPERVISOR'S ASSESSMENT OF OVERALL PERFORMANCE:** (General work performance and personal effectiveness taken as a whole).

Exemplary       Proficient       Basic       Unsatisfactory

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I have read this performance appraisal. My signature does not imply concurrence with ratings or comments. I understand that this document will be placed in my personnel file and that I am entitled to a copy for my personal records.

ATTACH ADDITIONAL COMMENTS TO THIS FORM OR USE REVERSE SIDE OF PAGE AS NEEDED

**#14 PERFORMANCE APPRAISAL**

Employee's Name: \_\_\_\_\_ Evaluation Period: \_\_\_\_\_

Job Objectives: Supervises students assigned to the in-school suspension program. Helps students identify inappropriate behavior and make acceptable decisions.

Qualifications: Does the employee meet or exceeds all **prerequisite** training/skill requirements?  YES  NO  
 If **NO**, document progress toward obtaining required skills and timeline to meet position standards.

PERFORMANCE RATINGS

**DIRECTIONS:** The supervisor and employee should rate performance using the following indicators:  
 E – Exemplary P – Proficient B – Basic U – Unsatisfactory N/A – Not Applicable  
*Note:* Provide written comments illustrating rationale when rating a duty "E."  
 Develop a written action plan and identify assistance required when rating a duty "B" or "U."

COMMITMENT, JUDGMENT, AND PROFESSIONAL DEVELOPMENT

- | S     | E     | S = Supervisor's Rating E = Employee's Rating  |
|-------|-------|--|
| _____ | _____ | 1. Upholds board policies and follows administrative guidelines/procedures. Acknowledges personal responsibility for decisions and conduct.                      |
| _____ | _____ | 2. Demonstrates professionalism and contributes to a positive work environment. Strives to develop rapport and serves as a positive role model for others.       |
| _____ | _____ | 3. Performs duties efficiently with limited supervision. Reacts productively to interruptions and changing conditions. Meets deadlines despite time constraints. |
| _____ | _____ | 4. Maintains an acceptable attendance record and is punctual.  |
| _____ | _____ | 5. Maintains a professional appearance. Wears work attire appropriate for the position.  |
| _____ | _____ | 6. Performs other specific job-related duties as directed.   |

WORK PERFORMANCE, PLANNING, AND PROBLEM SOLVING

- | S     | E     | S = Supervisor's Rating E = Employee's Rating   |
|-------|-------|---|
| _____ | _____ | 7. Supervises student arrivals. Documents student behavior problems. Sends students arriving late or failing to bring study assignments to the guidance or principal's office.  |
| _____ | _____ | 8. Determines seat assignments. Takes attendance. Upholds in-school suspension rules. Prohibits the use of recreational items and the consumption of food and beverages. Prohibits other students from loitering near the in-school suspension room entrance. |
| _____ | _____ | 9. Ensures that students are making reasonable progress with classroom assignments. Maintains a positive learning environment. Helps students with questions.   |
| _____ | _____ | 10. Provides guidance, communicates expectations, and shows an active interest in student progress.   |
| _____ | _____ | 11. Counsels students to acknowledge and manage responsible personal conduct  |
| _____ | _____ | 12. Maintains accurate records and submits reports on time.   |
| _____ | _____ | 13. Consults with parents as needed (e.g., telephone calls, messages, meetings, etc.).  |
| _____ | _____ | 14. Secures the building following the assigned period as directed (Saturday and Extended School Duties)  |
| _____ | _____ | 15. Prepares accurate and timely paperwork. Verifies and correctly enters data.   |
| _____ | _____ | 16. Promotes the proper use, care, and security of school property. Controls student access to lockers, toilet rooms, etc.  |
| _____ | _____ | 17. Upholds the student conduct code. Maintains high expectations for behavior and performance. Keeps the principal informed about persistent behavior problems.  |



#15 PERFORMANCE APPRAISAL

Employee's Name: \_\_\_\_\_ Evaluation Period: \_\_\_\_\_

Job Objectives: Provides support services to help staff and students use library/media resources.

Qualifications: Does the employee meet or exceeds all **prerequisite** training/skill requirements?  YES  NO  
If **NO**, document progress toward obtaining required skills and timeline to meet position standards.

PERFORMANCE RATINGS

**DIRECTIONS:** The supervisor and employee should rate performance using the following indicators:  
E – Exemplary P – Proficient B – Basic U – Unsatisfactory N/A – Not Applicable  
*Note:* Provide written comments illustrating rationale when rating a duty "E."  
Develop a written action plan and identify assistance required when rating a duty "B" or "U."

COMMITMENT, JUDGMENT, AND PROFESSIONAL DEVELOPMENT

- | S     | E     | S = Supervisor's Rating | E = Employee's Rating   |
|-------|-------|-------------------------|---|
| _____ | _____ | 1.                      | Upholds board policies and follows administrative guidelines/procedures. Acknowledges personal responsibility for decisions and conduct.                                    |
| _____ | _____ | 2.                      | Demonstrates professionalism and contributes to a positive work environment. Strives to develop rapport and serves as a positive role model for others.                     |
| _____ | _____ | 3.                      | Performs duties efficiently with limited supervision. Reacts productively to interruptions and changing conditions. Meets deadlines despite time constraints.               |
| _____ | _____ | 4.                      | Maintains an acceptable attendance record and is punctual.  |
| _____ | _____ | 5.                      | Keeps current with technology and other workplace innovations that support job functions. Participates in staff meetings and professional growth opportunities as directed. |
| _____ | _____ | 6.                      | Maintains a professional appearance. Wears work attire appropriate for the position.  |
| _____ | _____ | 7.                      | Performs other specific job-related duties as directed.   |

WORK PERFORMANCE, PLANNING, AND PROBLEM SOLVING

- | S     | E     | S = Supervisor's Rating | E = Employee's Rating   |
|-------|-------|-------------------------|---|
| _____ | _____ | 8.                      | Assists with training and support activities that enhance staff and student access to library/media resource materials and equipment.   |
| _____ | _____ | 9.                      | Catalogs materials on the computer database. Facilitates the effective retrieval of information and materials by patrons. Maintains a computerized patron database and orderly circulation system. Processes loans and returns. Prepares overdue notices. |
| _____ | _____ | 10.                     | Oversees the cleaning, repair, and replacement of library/media equipment and materials. Mends books/periodicals and makes minor equipment repairs. Discards outdated or damaged materials following board-adopted procedures.                            |
| _____ | _____ | 11.                     | Performs a complete annual inventory of the library collection and media equipment.   |
| _____ | _____ | 12.                     | Provides regular orientation sessions for patrons. Works with staff to improve student learning through the effective use of library/media resources.   |
| _____ | _____ | 13.                     | Helps staff select and locate multi-media materials. Prepare materials for teachers.  |
| _____ | _____ | 14.                     | Collects and reserves material for classroom assignments when requested.  |
| _____ | _____ | 15.                     | Develops and maintains a positive learning environment that stimulates student interest, enthusiasm, and inquisitiveness about subjects and events.   |
| _____ | _____ | 16.                     | Uses effective communication strategies to introduce new library/media resources to patrons (e.g., E-mail, websites, displays, etc.).   |
| _____ | _____ | 17.                     | Provides guidance, communicates expectations, and shows an active interest in student progress. Facilitates critical-thinking, problem-solving, and creativity skills.  |

**LIBRARY/MEDIA AIDE**

- \_\_\_\_\_ 18. Uses story sharing activities to promote enthusiasm for reading.
- \_\_\_\_\_ 19. Prepares and presents special topics to classes when requested.
- \_\_\_\_\_ 20. Helps patrons use library/media computers, peripherals, and equipment (e.g., videos, CD-ROMs, audio tapes, etc.). Trains teacher assistants how to operate audio-visual equipment.
- \_\_\_\_\_ 21. Keeps current with library/media resources available in the community.
- \_\_\_\_\_ 22. Helps students take full advantage of the learning environment (e.g., access and proximity to activities, use of adaptive equipment, etc.).
- \_\_\_\_\_ 23. Maintains accurate records and submits reports on time.
- \_\_\_\_\_ 24. Complies with district procedures to account for the collection of authorized student fees and fines.
- \_\_\_\_\_ 25. Supports an inclusive educational environment. Helps students with disabilities participate in appropriate learning activities as directed.
- \_\_\_\_\_ 26. Participates in staff meetings, conferences, and other required school activities.
- \_\_\_\_\_ 27. Prepares accurate and timely paperwork. Verifies and correctly enters data.
- \_\_\_\_\_ 28. Promotes the proper use, care, and security of school property. Keeps books, periodicals, pamphlets, etc., properly shelved.
- \_\_\_\_\_ 29. Upholds the student conduct code. Maintains high expectations for behavior and performance. Implements effective pupil management procedures.

**COMMUNICATIONS AND INTERPERSONAL RELATIONS**

S            E            S = Supervisor's Rating    E = Employee's Rating

- \_\_\_\_\_ 30. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.
- \_\_\_\_\_ 31. Promotes effective communications and reliable service. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- \_\_\_\_\_ 32. Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills. Uses diplomacy and exercises self-control when dealing with other individuals. Exhibits consistency, resourcefulness, and resilience.
- \_\_\_\_\_ 33. Respects personal privacy. Maintains the confidentiality of privileged information.
- \_\_\_\_\_ 34. Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.

RATING COMMENTS: (Note number next to comments).

LIBRARY/MEDIA AIDE

Page 3 of 3

OVERALL PERFORMANCE COMMENTS (Including progress made toward annual goals):

<b>SUPERVISOR'S ASSESSMENT OF OVERALL PERFORMANCE:</b> (General work performance and personal effectiveness taken as a whole).			
<input type="checkbox"/> Exemplary	<input type="checkbox"/> Proficient	<input type="checkbox"/> Basic	<input type="checkbox"/> Unsatisfactory

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I have read this performance appraisal. My signature does not imply concurrence with ratings or comments. I understand that this document will be placed in my personnel file and that I am entitled to a copy for my personal records.

ATTACH ADDITIONAL COMMENTS TO THIS FORM OR USE REVERSE SIDE OF PAGE AS NEEDED

**#16 PERFORMANCE APPRAISAL**

Employee's Name: \_\_\_\_\_ Evaluation Period: \_\_\_\_\_

Job Objectives: Performs clerical duties and maintains clinic records. Assists with health screening activities. Administers student medications under the supervision of the school nurse. Helps with staff/student illnesses and medical emergencies.

Qualifications: Does the employee meet or exceeds all *prerequisite* training/skill requirements?  YES  NO  
If **NO**, document progress toward obtaining required skills and timeline to meet position standards.

**PERFORMANCE RATINGS**

**DIRECTIONS:** The supervisor and employee should rate performance using the following indicators:  
E – Exemplary P – Proficient B – Basic U – Unsatisfactory N/A – Not Applicable  
*Note:* Provide written comments illustrating rationale when rating a duty "E."  
Develop a written action plan and identify assistance required when rating a duty "B" or "U."

**COMMITMENT, JUDGMENT, AND PROFESSIONAL DEVELOPMENT**

- |   |   |   |
|---|---|---|
| S | E | S = Supervisor's Rating E = Employee's Rating |
|---|---|---|
- \_\_\_\_\_ \_\_\_\_\_ 1. Upholds board policies and follows administrative guidelines/procedures. Acknowledges personal responsibility for decisions and conduct.
  - \_\_\_\_\_ \_\_\_\_\_ 2. Demonstrates professionalism and contributes to a positive work environment. Strives to develop rapport and serves as a positive role model for others.
  - \_\_\_\_\_ \_\_\_\_\_ 3. Performs duties efficiently with limited supervision. Takes the initiative to perform routine tasks independently. Reacts productively to interruptions and changing conditions. Meets deadlines despite time constraints.
  - \_\_\_\_\_ \_\_\_\_\_ 4. Maintains an acceptable attendance record and is punctual.
  - \_\_\_\_\_ \_\_\_\_\_ 5. Participates in staff meetings and professional growth opportunities as directed.
  - \_\_\_\_\_ \_\_\_\_\_ 6. Maintains a professional appearance. Wears work attire appropriate for the position.
  - \_\_\_\_\_ \_\_\_\_\_ 7. Performs other specific job-related duties as directed.

**WORK PERFORMANCE, PLANNING, AND PROBLEM SOLVING**

- |   |   |   |
|---|---|---|
| S | E | S = Supervisor's Rating E = Employee's Rating |
|---|---|---|
- \_\_\_\_\_ \_\_\_\_\_ 8. Performs clerical duties. Organizes and maintains computer databases and paper filing systems that support the safe retention and efficient retrieval of records. Maintains an orderly work area.
  - \_\_\_\_\_ \_\_\_\_\_ 9. Keeps informed about program and procedure changes. Greets and assists office visitors. Answers and directs phone calls. Takes messages. Manages calls efficiently to keep lines open.
  - \_\_\_\_\_ \_\_\_\_\_ 10. Responds promptly to calls for assistance with sick or injured students. Initiates emergency procedures during the absence of the nurse. Notifies parents or guardians as directed.
  - \_\_\_\_\_ \_\_\_\_\_ 11. Prepares requisitions and distributes medical supplies. Maintains inventory records and monitors budget expenditures as directed.
  - \_\_\_\_\_ \_\_\_\_\_ 12. Prepares the health clinic as directed. Sets up equipment and stocks supplies.
  - \_\_\_\_\_ \_\_\_\_\_ 13. Types routine office documents. Duplicates and collates materials. Prepares special mailings for district-wide health program activities.
  - \_\_\_\_\_ \_\_\_\_\_ 14. Processes parent consent for administration of medication forms. Compares completed consent forms with medication labels to identify discrepancies.
  - \_\_\_\_\_ \_\_\_\_\_ 15. Administers medications as directed. Seeks advice when expectations are unclear. Keeps all medications locked in a secure cabinet.
  - \_\_\_\_\_ \_\_\_\_\_ 16. Helps collect and maintain student health records (e.g., immunization status, medical histories, etc.). Safeguards the confidentiality of medical information.
  - \_\_\_\_\_ \_\_\_\_\_ 17. Assists with screening activities (e.g., vision, hearing, scoliosis, pediculosis, etc.). Sets up equipment as directed.

**NURSE AIDE**

- \_\_\_\_\_ 18. Assists with the Hepatitis B immunization program as directed.
- \_\_\_\_\_ 19. Prepares student files and medical reports (e.g., census data, county/state health department, intervention assistance teams, pupil services, etc.).
- \_\_\_\_\_ 20. Participates in intervention assistance team (IAT) meetings when requested.
- \_\_\_\_\_ 21. Consults with parents as needed (e.g., telephone calls, messages, meetings, etc.).
- \_\_\_\_\_ 22. Participates in staff meetings, conferences, and other required school activities.
- \_\_\_\_\_ 23. Prepares accurate and timely paperwork. Verifies and correctly enters data.
- \_\_\_\_\_ 24. Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.
- \_\_\_\_\_ 25. Upholds the student conduct code. Maintains high expectations for behavior and performance.

**COMMUNICATIONS AND INTERPERSONAL RELATIONS**

S            E            S = Supervisor's Rating    E = Employee's Rating

- \_\_\_\_\_ 26. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.
- \_\_\_\_\_ 27. Promotes effective communications and reliable service. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- \_\_\_\_\_ 28. Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills. Uses diplomacy and exercises self-control when dealing with other individuals. Exhibits consistency, resourcefulness, and resilience.
- \_\_\_\_\_ 29. Respects personal privacy. Maintains the confidentiality of privileged information.
- \_\_\_\_\_ 30. Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.

RATING COMMENTS: (Note number next to comments).

NURSE AIDE

Page 3 of 3

OVERALL PERFORMANCE COMMENTS (Including progress made toward annual goals):

**SUPERVISOR'S ASSESSMENT OF OVERALL PERFORMANCE:** (General work performance and personal effectiveness taken as a whole).

Exemplary

Proficient

Basic

Unsatisfactory

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I have read this performance appraisal. My signature does not imply concurrence with ratings or comments. I understand that this document will be placed in my personnel file and that I am entitled to a copy for my personal records.

ATTACH ADDITIONAL COMMENTS TO THIS FORM OR USE REVERSE SIDE OF PAGE AS NEEDED

**#17 PERFORMANCE APPRAISAL**

Employee's Name: \_\_\_\_\_ Evaluation Period: \_\_\_\_\_

Job Objectives: Performs a variety of general office duties.

Qualifications: Does the employee meet or exceeds all *prerequisite* training/skill requirements?  YES  NO  
If **NO**, document progress toward obtaining required skills and timeline to meet position standards.

**PERFORMANCE RATINGS**

*DIRECTIONS:* The supervisor and employee should rate performance using the following indicators:  
E – Exemplary P – Proficient B – Basic U – Unsatisfactory N/A – Not Applicable  
*Note:* Provide written comments illustrating rationale when rating a duty "E."  
Develop a written action plan and identify assistance required when rating a duty "B" or "U."

**COMMITMENT, JUDGMENT, AND PROFESSIONAL DEVELOPMENT**

- |       |       |  |
|-------|-------|--|
| S     | E     | S = Supervisor's Rating E = Employee's Rating  |
| _____ | _____ | 1. Upholds board policies and follows administrative guidelines/procedures. Acknowledges personal responsibility for decisions and conduct.                      |
| _____ | _____ | 2. Demonstrates professionalism and contributes to a positive work environment. Strives to develop rapport and serves as a positive role model for others.       |
| _____ | _____ | 3. Performs duties efficiently with limited supervision. Reacts productively to interruptions and changing conditions. Meets deadlines despite time constraints. |
| _____ | _____ | 4. Maintains an acceptable attendance record and is punctual.  |
| _____ | _____ | 5. Participates in staff meetings and professional growth opportunities as directed.   |
| _____ | _____ | 6. Maintains a professional appearance. Wears work attire appropriate for the position.  |
| _____ | _____ | 7. Performs other specific job-related duties as directed.   |

**WORK PERFORMANCE, PLANNING, AND PROBLEM SOLVING**

- |       |       |   |
|-------|-------|---|
| S     | E     | S = Supervisor's Rating E = Employee's Rating   |
| _____ | _____ | 8. Checks for assignments. Carefully follows directions. Seeks advice when expectations are unclear.  |
| _____ | _____ | 9. Keeps informed about program and procedure changes. Greets and assists office visitors. Answers and directs phone calls. Takes messages. Manages calls efficiently to keep lines open. |
| _____ | _____ | 10. Types routine school documents. Duplicates and collates materials. Helps prepare special mailings.  |
| _____ | _____ | 11. Helps maintain an orderly office. Keeps materials properly filed.   |
| _____ | _____ | 12. Prepares displays and bulletin boards as directed.  |
| _____ | _____ | 13. Processes incoming, outgoing, interoffice mail and faxes.   |
| _____ | _____ | 14. Receives deliveries and notifies recipients about the arrival of packages. Stores and inventories office supplies as directed.  |
| _____ | _____ | 15. Receives, sorts, and counts building money (e.g., fees, fund raising sales, etc.,) as directed. Prepares records suitable for audits.   |
| _____ | _____ | 16. Prepares attendance records. Keeps the principal and guidance staff informed about chronic absenteeism, tardiness, and truancy concerns. Verifies attendance information as directed. |
| _____ | _____ | 17. Distributes absentee list. Contacts parents or guardians when the school has not been notified about an absent student.   |
| _____ | _____ | 18. Assists the secretary with student records as directed.   |
| _____ | _____ | 19. Assists student helpers in the performance of their duties.   |
| _____ | _____ | 20. Renders basic first aid and administers student medications when a school nurse is not available.   |

**OFFICE AIDE**

- \_\_\_\_\_ 21. Locates students as requested. Processes homework requests for absent students.
- \_\_\_\_\_ 22. Learns to operate all office equipment. Provides back-up support for other office staff during breaks, interruptions, and absences as directed.
- \_\_\_\_\_ 23. Prepares accurate and timely paperwork. Verifies and correctly enters data.
- \_\_\_\_\_ 24. Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, equipment malfunctions, and other related concerns.
- \_\_\_\_\_ 25. Monitors students sent to the office for illness or discipline reasons.

**COMMUNICATIONS AND INTERPERSONAL RELATIONS**

S            E            S = Supervisor's Rating    E = Employee's Rating

- \_\_\_\_\_ 26. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.
- \_\_\_\_\_ 27. Promotes effective communications and reliable service. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- \_\_\_\_\_ 28. Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills. Uses diplomacy and exercises self-control when dealing with other individuals. Exhibits consistency, resourcefulness, and resilience.
- \_\_\_\_\_ 29. Respects personal privacy. Maintains the confidentiality of privileged information.
- \_\_\_\_\_ 30. Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.

RATING COMMENTS: (Note number next to comments).

OFFICE AIDE

Page 3 of 3

OVERALL PERFORMANCE COMMENTS (Including progress made toward annual goals):

**SUPERVISOR'S ASSESSMENT OF OVERALL PERFORMANCE:** (General work performance and personal effectiveness taken as a whole).

Exemplary

Proficient

Basic

Unsatisfactory

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

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ATTACH ADDITIONAL COMMENTS TO THIS FORM OR USE REVERSE SIDE OF PAGE AS NEEDED

**#18 PERFORMANCE APPRAISAL**

Employee's Name: \_\_\_\_\_ Evaluation Period: \_\_\_\_\_

Job Objectives: Performs reading intervention support services under the supervision of an assigned teacher. Helps students make appropriate choices. Encourages parental involvement.

Qualifications: Does the employee meet or exceeds all **prerequisite** training/skill requirements?  YES  NO  
 If **NO**, document progress toward obtaining required skills and timeline to meet position standards.

PERFORMANCE RATINGS

**DIRECTIONS:** The supervisor and employee should rate performance using the following indicators:  
 E – Exemplary P – Proficient B – Basic U – Unsatisfactory N/A – Not Applicable  
*Note:* Provide written comments illustrating rationale when rating a duty "E."  
 Develop a written action plan and identify assistance required when rating a duty "B" or "U."

COMMITMENT, JUDGMENT, AND PROFESSIONAL DEVELOPMENT

- | S     | E     | S = Supervisor's Rating E = Employee's Rating   |
|-------|-------|---|
| _____ | _____ | 1. Upholds board policies and follows administrative guidelines/procedures. Acknowledges personal responsibility for decisions and conduct.   |
| _____ | _____ | 2. Demonstrates professionalism and contributes to a positive work environment. Averts problem situations and intervenes to resolve conflicts. Strives to develop rapport and serves as a positive role model for others. |
| _____ | _____ | 3. Organizes tasks and manages time effectively. Meets deadlines despite time constraints.  |
| _____ | _____ | 4. Maintains an acceptable attendance record and is punctual.   |
| _____ | _____ | 5. Keeps current with technology and other workplace innovations that support job functions. Pursues growth opportunities that enhance professional performance and advance district goals.                               |
| _____ | _____ | 6. Maintains a professional appearance. Wears work attire appropriate for the position.   |
| _____ | _____ | 7. Performs other specific job-related duties as directed.  |

WORK PERFORMANCE, PLANNING, AND PROBLEM SOLVING

- | S     | E     | S = Supervisor's Rating E = Employee's Rating   |
|-------|-------|---|
| _____ | _____ | 8. Assists students with reading intervention activities. Reviews intervention strategies with the classroom teacher. Reinforces instructional objectives introduced by the teacher.  |
| _____ | _____ | 9. Maintains a thorough understanding of reading intervention materials. Uses formal and informal assessment strategies to monitor and manage student learning.                       |
| _____ | _____ | 10. Prepares the assigned instructional area. Schedules individual/small group sessions. Maintains a positive learning environment. Administers diagnostic tests. Interprets results. |
| _____ | _____ | 11. Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.  |
| _____ | _____ | 12. Implements meaningful educational activities that engage and stimulate student learning. Varies intervention techniques to address diverse learning styles.                       |
| _____ | _____ | 13. Helps students take full advantage of the learning environment (e.g., use of instructional/media resources, access/proximity to activities, etc.).                                |
| _____ | _____ | 14. Communicates expectations, provides support, and shows an active interest in student progress.  |
| _____ | _____ | 15. Facilitates self-reliance, problem-solving, critical-thinking, creativity, and performance skills.  |
| _____ | _____ | 16. Facilitates collaborative learning activities that encourage and support positive peer relationships.   |
| _____ | _____ | 17. Collaborates with other staff. Shares knowledge and resources that enhance student learning.  |
| _____ | _____ | 18. Consults with support personnel as directed to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).        |
| _____ | _____ | 19. Collaborates with staff to implement and monitor behavior management plans when required.   |

**READING INTERVENTION AIDE**

- \_\_\_\_\_ 20. Supports an inclusive educational environment. Provides opportunities for students with disabilities to participate in appropriate learning activities.
- \_\_\_\_\_ 21. Helps the intervention assistance team (IAT) prepare plans for eligible students when requested.
- \_\_\_\_\_ 22. Helps implement Section 504 plans for assigned students meeting eligibility requirements.
- \_\_\_\_\_ 23. Proctors testing activities as directed. Upholds security procedures.
- \_\_\_\_\_ 24. Prepares periodic student progress reports as directed. Consults with parents as needed (e.g., phone calls, notes, meetings, etc.).
- \_\_\_\_\_ 25. Supervises non-classroom activities when assigned.
- \_\_\_\_\_ 26. Participates in staff meetings, conferences, and other required school activities.
- \_\_\_\_\_ 27. Provides prompt notification of absences.
- \_\_\_\_\_ 28. Maintains accurate records and submits reports on time.
- \_\_\_\_\_ 29. Promotes the proper use, care, and security of school property.
- \_\_\_\_\_ 30. Upholds the student conduct code. Implements effective pupil management procedures. Helps parents/students understand academic objectives, behavioral standards, and performance expectations..

**COMMUNICATIONS AND INTERPERSONAL RELATIONS**

S            E            S = Supervisor's Rating    E = Employee's Rating

- \_\_\_\_\_ 31. Promotes a professional image of the school district. Supports community partnerships that enhance district programs. Encourages parent organizations and supports school-sponsored activities.
- \_\_\_\_\_ 32. Promotes effective communications and reliable service. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- \_\_\_\_\_ 33. Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills. Uses diplomacy and exercises self-control when dealing with other individuals. Exhibits consistency, resourcefulness, and resilience.
- \_\_\_\_\_ 34. Respects personal privacy. Maintains the confidentiality of privileged information.
- \_\_\_\_\_ 35. Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.

RATING COMMENTS: (Note number next to comments).

READING INTERVENTION AIDE

OVERALL PERFORMANCE COMMENTS (Including progress made toward annual goals):

**SUPERVISOR'S ASSESSMENT OF OVERALL PERFORMANCE:** (General work performance and personal effectiveness taken as a whole).

Exemplary       Proficient       Basic       Unsatisfactory

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I have read this performance appraisal. My signature does not imply concurrence with ratings or comments. I understand that this document will be placed in my personnel file and that I am entitled to a copy for my personal records.

ATTACH ADDITIONAL COMMENTS TO THIS FORM OR USE REVERSE SIDE OF PAGE AS NEEDED

#19 PERFORMANCE APPRAISAL

SPECIAL EDUCATION AIDE (PERSONAL CARE ATTENDANT)

Employee's Name: \_\_\_\_\_ Evaluation Period: \_\_\_\_\_

Job Objectives: Performs a variety of personal care services that enable students with disabilities to participate in the educational program.

Qualifications: Does the employee meet or exceeds all *prerequisite* training/skill requirements?  YES  NO  
If **NO**, document progress toward obtaining required skills and timeline to meet position standards.

PERFORMANCE RATINGS

**DIRECTIONS:** The supervisor and employee should rate performance using the following indicators:  
E – Exemplary P – Proficient B – Basic U – Unsatisfactory N/A – Not Applicable  
*Note:* Provide written comments illustrating rationale when rating a duty "E."  
Develop a written action plan and identify assistance required when rating a duty "B" or "U."

COMMITMENT, JUDGMENT, AND PROFESSIONAL DEVELOPMENT

- | S     | E     | S = Supervisor's Rating | E = Employee's Rating   |
|-------|-------|-------------------------|---|
| _____ | _____ | 1.                      | Upholds board policies and follows administrative guidelines/procedures. Acknowledges personal responsibility for decisions and conduct.                      |
| _____ | _____ | 2.                      | Demonstrates professionalism and contributes to a positive work environment.  |
| _____ | _____ | 3.                      | Performs duties efficiently with limited supervision. Reacts productively to interruptions and changing conditions. Meets deadlines despite time constraints. |
| _____ | _____ | 4.                      | Maintains an acceptable attendance record and is punctual.  |
| _____ | _____ | 5.                      | Participates in staff meetings and professional growth opportunities as directed.   |
| _____ | _____ | 6.                      | Maintains a professional appearance. Wears work attire appropriate for the position.  |
| _____ | _____ | 7.                      | Performs other specific job-related duties as directed.   |

WORK PERFORMANCE, PLANNING, AND PROBLEM SOLVING

- | S     | E     | S = Supervisor's Rating | E = Employee's Rating  |
|-------|-------|-------------------------|--|
| _____ | _____ | 8.                      | Checks with the supervisor to learn about the needs of the assigned student. Seeks advice when expectations are unclear.   |
| _____ | _____ | 9.                      | Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.   |
| _____ | _____ | 10.                     | Supports an inclusive educational environment. Helps students with disabilities participate in appropriate learning activities as directed.  |
| _____ | _____ | 11.                     | Assists with bus loading and unloading procedures.   |
| _____ | _____ | 12.                     | Inspects harnesses, belts, and other safety devices. Immediately corrects or reports unsafe conditions and/or defective equipment.   |
| _____ | _____ | 13.                     | Facilitates student mobility. Helps students use assistive and/or augmentative devices. Positions students to take full advantage of each learning environment (e.g., line-of-sight, proximity to equipment, height of work surfaces, etc.). |
| _____ | _____ | 14.                     | Follows prescribed medical plans and/or assists students with personal hygiene care (e.g., toileting, catheterization, etc.) as trained by a licensed health care professional.  |
| _____ | _____ | 15.                     | Helps feed students. Complies with personal hygiene rules and standard sanitation procedures.  |
| _____ | _____ | 16.                     | Supervises rest periods when applicable.   |
| _____ | _____ | 17.                     | Renders basic first aid and administers student medications when a school nurse is not available. Monitors ill students until a parent/guardian arrives.   |
| _____ | _____ | 18.                     | Participates in staff meetings, conferences, and other required school activities.   |
| _____ | _____ | 19.                     | Prepares accurate and timely paperwork. Verifies and correctly enters data.  |

**SPECIAL EDUCATION AIDE (PERSONAL CARE ATTENDANT)**

- \_\_\_\_\_ 20. Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, equipment malfunctions, and other related concerns.
- \_\_\_\_\_ 21. Upholds the student conduct code. Maintains high expectations for behavior and performance. Works with the classroom teacher to address persistent behavior problems.

**COMMUNICATIONS AND INTERPERSONAL RELATIONS**

S            E            S = Supervisor's Rating    E = Employee's Rating

- \_\_\_\_\_ 22. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.
- \_\_\_\_\_ 23. Promotes effective communications and reliable service. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- \_\_\_\_\_ 24. Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills. Uses diplomacy and exercises self-control when dealing with other individuals. Exhibits consistency, resourcefulness, and resilience.
- \_\_\_\_\_ 25. Respects personal privacy. Maintains the confidentiality of privileged information.
- \_\_\_\_\_ 26. Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.

RATING COMMENTS: (Note number next to comments).

SPECIAL EDUCATION AIDE (PERSONAL CARE ATTENDANT)

Page 3 of 3

OVERALL PERFORMANCE COMMENTS (Including progress made toward annual goals):

<b>SUPERVISOR'S ASSESSMENT OF OVERALL PERFORMANCE:</b> (General work performance and personal effectiveness taken as a whole).			
<input type="checkbox"/> Exemplary	<input type="checkbox"/> Proficient	<input type="checkbox"/> Basic	<input type="checkbox"/> Unsatisfactory

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I have read this performance appraisal. My signature does not imply concurrence with ratings or comments. I understand that this document will be placed in my personnel file and that I am entitled to a copy for my personal records.

ATTACH ADDITIONAL COMMENTS TO THIS FORM OR USE REVERSE SIDE OF PAGE AS NEEDED

**#20 PERFORMANCE APPRAISAL**

Employee's Name: \_\_\_\_\_ Evaluation Period: \_\_\_\_\_

Job Objectives: Supervises students during study periods.

Qualifications: Does the employee meet or exceeds all **prerequisite** training/skill requirements?  YES  NO  
 If **NO**, document progress toward obtaining required skills and timeline to meet position standards.

**PERFORMANCE RATINGS**

**DIRECTIONS:** The supervisor and employee should rate performance using the following indicators:  
 E – Exemplary P – Proficient B – Basic U – Unsatisfactory N/A – Not Applicable  
*Note: Provide written comments illustrating rationale when rating a duty "E."  
 Develop a written action plan and identify assistance required when rating a duty "B" or "U."*

**COMMITMENT, JUDGMENT, AND PROFESSIONAL DEVELOPMENT**

- | S     | E     | S = Supervisor's Rating E = Employee's Rating  |
|-------|-------|--|
| _____ | _____ | 1. Upholds board policies and follows administrative guidelines/procedures. Acknowledges personal responsibility for decisions and conduct.                      |
| _____ | _____ | 2. Demonstrates professionalism and contributes to a positive work environment. Strives to develop rapport and serves as a positive role model for others.       |
| _____ | _____ | 3. Performs duties efficiently with limited supervision. Reacts productively to interruptions and changing conditions. Meets deadlines despite time constraints. |
| _____ | _____ | 4. Maintains an acceptable attendance record and is punctual.  |
| _____ | _____ | 5. Maintains a professional appearance. Wears work attire appropriate for the position.  |
| _____ | _____ | 6. Performs other specific job-related duties as directed.   |

**WORK PERFORMANCE, PLANNING, AND PROBLEM SOLVING**

- | S     | E     | S = Supervisor's Rating E = Employee's Rating  |
|-------|-------|--|
| _____ | _____ | 7. Determines seat assignments. Takes attendance. Upholds study hall rules.  |
| _____ | _____ | 8. Prohibits other students from loitering near the room entrance.   |
| _____ | _____ | 9. Promotes the proper use, care, and security of school property. Controls student access to lockers, toilet rooms, etc.  |
| _____ | _____ | 10. Authenticates student requests to go to the library, guidance office, meet with teachers, etc. Keeps track of the location of each student assigned to the study hall. |
| _____ | _____ | 11. Ensures that students have books and classroom assignments. Maintains a positive learning environment. Helps students with questions.                                  |
| _____ | _____ | 12. Provides guidance, communicates expectations, and shows an active interest in student progress.  |
| _____ | _____ | 13. Maintains accurate records and submits reports on time.  |
| _____ | _____ | 14. Prepares accurate and timely paperwork. Verifies and correctly enters data.  |
| _____ | _____ | 15. Promotes the proper use, care, and security of school property. Controls student access to lockers, toilet rooms, etc.   |
| _____ | _____ | 16. Upholds the student conduct code. Maintains high expectations for behavior and performance. Keeps the principal informed about persistent behavior problems.           |

**COMMUNICATIONS AND INTERPERSONAL RELATIONS**

- | S     | E     | S = Supervisor's Rating E = Employee's Rating   |
|-------|-------|---|
| _____ | _____ | 17. Promotes a professional image of the school district. Supports community partnerships that enhance district programs. |

**STUDY HALL MONITOR**

- \_\_\_\_\_ 18. Promotes effective communications and reliable service. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- \_\_\_\_\_ 19. Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills. Uses diplomacy and exercises self-control when dealing with other individuals. Exhibits consistency, resourcefulness, and resilience.
- \_\_\_\_\_ 20. Respects personal privacy. Maintains the confidentiality of privileged information.
- \_\_\_\_\_ 21. Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.

RATING COMMENTS: (Note number next to comments).

OVERALL PERFORMANCE COMMENTS (Including progress made toward annual goals):

<b>SUPERVISOR'S ASSESSMENT OF OVERALL PERFORMANCE:</b> (General work performance and personal effectiveness taken as a whole).			
<input type="checkbox"/> Exemplary	<input type="checkbox"/> Proficient	<input type="checkbox"/> Basic	<input type="checkbox"/> Unsatisfactory

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I have read this performance appraisal. My signature does not imply concurrence with ratings or comments. I understand that this document will be placed in my personnel file and that I am entitled to a copy for my personal records.

ATTACH ADDITIONAL COMMENTS TO THIS FORM OR USE REVERSE SIDE OF PAGE AS NEEDED

**#21 PERFORMANCE APPRAISAL**

Employee's Name: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_

Job Objectives: Directs the district's internal/external volunteer programs. Identifies and develops opportunities for students to participate in public service activities.

Qualifications: Does the employee meet or exceeds all **prerequisite** training/skill requirements?  YES  NO  
 If **NO**, document progress toward obtaining required skills and timeline to meet position standards.

PERFORMANCE RATINGS

**DIRECTIONS:** The supervisor and employee should rate performance using the following indicators:  
 E – Exemplary P – Proficient B – Basic U – Unsatisfactory N/A – Not Applicable  
 Note: Provide written comments illustrating rationale when rating a duty "E."  
 Develop a written action plan and identify assistance required when rating a duty "B" or "U."

**COMMITMENT, JUDGMENT, AND PROFESSIONAL DEVELOPMENT**

- |       |       |  |
|-------|-------|--|
| S     | E     | S = Supervisor's Rating E = Employee's Rating  |
| _____ | _____ | 1. Upholds board policies and follows administrative guidelines/procedures. Acknowledges personal responsibility for decisions and conduct.                      |
| _____ | _____ | 2. Demonstrates professionalism and contributes to a positive work environment. Strives to develop rapport and serves as a positive role model for others.       |
| _____ | _____ | 3. Performs duties efficiently with limited supervision. Reacts productively to interruptions and changing conditions. Meets deadlines despite time constraints. |
| _____ | _____ | 4. Maintains an acceptable attendance record and is punctual.  |
| _____ | _____ | 5. Participates in staff meetings and professional growth opportunities as directed.   |
| _____ | _____ | 6. Maintains a professional appearance. Wears work attire appropriate for the position.  |
| _____ | _____ | 7. Performs other duties related to the volunteer assignment as directed.  |

**WORK PERFORMANCE, PLANNING, AND PROBLEM SOLVING**

- |       |       |  |
|-------|-------|--|
| S     | E     | S = Supervisor's Rating E = Employee's Rating  |
| _____ | _____ | 8. Promotes community service. Consults with district staff and community organizations to identify volunteer placement opportunities. Determines work to be performed, skills required, and time commitment/expectations. |
| _____ | _____ | 9. Serves as the volunteer program's information link to the community. Represents the district in public only as directed by the superintendent or assigned supervisor.   |
| _____ | _____ | 10. Recruits volunteers. Checks references. Develops and maintains a file of available volunteers. Matches volunteer interests and skills to suitable placements.  |
| _____ | _____ | 11. Collaborates with administrators to organize volunteer training sessions.  |
| _____ | _____ | 12. Complies with the requirements of the school calendar and program/service assignments. Provides advance notice when scheduling problems are anticipated.   |
| _____ | _____ | 13. Coordinates the publication and distribution of a volunteer program newsletter.  |
| _____ | _____ | 14. Provides follow-up services to ensure that program objectives are attained. Collects and records service data (e.g., number of volunteers, hours worked, achievements, etc.).  |
| _____ | _____ | 15. Meets with administrators to evaluate and recommend program improvements.  |
| _____ | _____ | 16. Supports an inclusive educational environment. Helps students with disabilities participate in appropriate learning activities as directed.  |
| _____ | _____ | 17. Prepares accurate and timely paperwork. Verifies and correctly enters data.  |
| _____ | _____ | 18. Promotes the proper use, care, and security of school property. Properly stores program supplies and equipment.  |

**VOLUNTEER COORDINATOR**

\_\_\_\_\_ 19. Maintains high standards for student conduct. Reports discipline problems to the assigned supervisor.

**COMMUNICATIONS AND INTERPERSONAL RELATIONS**

S            E            S = Supervisor's Rating    E = Employee's Rating

\_\_\_\_\_ 20. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.

\_\_\_\_\_ 21. Promotes effective communications and reliable service. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.

\_\_\_\_\_ 22. Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills. Uses diplomacy and exercises self-control when dealing with other individuals. Exhibits consistency, resourcefulness, and resilience.

\_\_\_\_\_ 23. Respects personal privacy. Maintains the confidentiality of privileged information.

\_\_\_\_\_ 24. Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.

RATING COMMENTS: (Note number next to comments).

OVERALL PERFORMANCE COMMENTS (Including progress made toward annual goals):

<b>SUPERVISOR'S ASSESSMENT OF OVERALL PERFORMANCE:</b> (General work performance and personal effectiveness taken as a whole).			
<input type="checkbox"/> Exemplary	<input type="checkbox"/> Proficient	<input type="checkbox"/> Basic	<input type="checkbox"/> Unsatisfactory

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I have read this performance appraisal. My signature does not imply concurrence with ratings or comments. I understand that this document will be placed in my personnel file and that I am entitled to a copy for my personal records.

ATTACH ADDITIONAL COMMENTS TO THIS FORM OR USE REVERSE SIDE OF PAGE AS NEEDED

## EXHIBIT C-4 – PERFORMANCE APPRAISAL – Transportation

### #29 PERFORMANCE APPRAISAL

BUS AIDE/MONITOR

Employee's Name: \_\_\_\_\_ Evaluation Period: \_\_\_\_\_

Job Objectives: Monitors and assists students during bus trips.

Qualifications: Does the employee meet or exceeds all **prerequisite** training/skill requirements?  YES  NO  
If **NO**, document progress toward obtaining required skills and timeline to meet position standards.

#### PERFORMANCE RATINGS

**DIRECTIONS:** The supervisor and employee should rate performance using the following indicators:

E – Exemplary P – Proficient B – Basic U – Unsatisfactory N/A – Not Applicable

Note: Provide written comments illustrating rationale when rating a duty "E."  
Develop a written action plan and identify assistance required when rating a duty "B" or "U."

#### COMMITMENT, JUDGMENT, AND PROFESSIONAL DEVELOPMENT

S E S = Supervisor's Rating E = Employee's Rating

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 1. Upholds board policies and follows administrative guidelines/procedures. Acknowledges personal responsibility for decisions and conduct.   |
| _____ | _____ | 2. Demonstrates professionalism and contributes to a positive work/learning environment. Strives to develop rapport and serves as a positive role model for others.   |
| _____ | _____ | 3. Performs duties efficiently with limited supervision. Takes the initiative to perform routine tasks independently. Reacts productively to interruptions and changing conditions. Meets deadlines despite time constraints. |
| _____ | _____ | 4. Maintains an acceptable attendance record and is punctual.   |
| _____ | _____ | 5. Participates in staff meetings and professional growth opportunities as directed.  |
| _____ | _____ | 6. Maintains a professional appearance. Wears work attire appropriate for the position.   |
| _____ | _____ | 7. Performs other specific job-related duties as directed.  |

#### WORK PERFORMANCE, PLANNING, AND PROBLEM SOLVING

S E S = Supervisor's Rating E = Employee's Rating

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 8. Checks/confirms assignments. Carefully follows directions. Seeks advice when expectations are unclear.  |
| _____ | _____ | 9. Communicates bus rules to students. Keeps supervisors informed about persistent behavior problems.  |
| _____ | _____ | 10. Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.   |
| _____ | _____ | 11. Learns about individual students needs from available resources (e.g., staff, parent/guardian, etc.). Provides assistance as needed when aware of passengers with medical/health considerations.                                 |
| _____ | _____ | 12. Assists with passenger loading/unloading. Operates the wheelchair lift. Checks and fastens seat belts. Secures wheelchairs and other assistance/mobility equipment before the bus starts. Reports unsafe or defective equipment. |
| _____ | _____ | 13. Learns proper procedures to assist students during emergency bus evacuations.  |
| _____ | _____ | 14. Cleans up spills and deals with other conditions that may contribute to an accident.   |
| _____ | _____ | 15. Prepares accurate and timely paperwork. Verifies and correctly enters data.  |
| _____ | _____ | 16. Assists other staff as needed to deal with unexpected or urgent situations.  |
| _____ | _____ | 17. Learns how to operate fire/safety equipment. Documents all injuries that require medical attention.  |
| _____ | _____ | 18. Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, equipment malfunctions, and other related concerns.                                    |
| _____ | _____ | 19. Upholds the student conduct code. Maintains high expectations for behavior and performance.  |



**#30 PERFORMANCE APPRAISAL**

Employee's Name: \_\_\_\_\_ Evaluation Period: \_\_\_\_\_

Job Objectives: Provides for the safe, efficient, and courteous transportation of students.

Qualifications: Does the employee meet or exceeds all **prerequisite** training/skill requirements?  YES  NO  
If **NO**, document progress toward obtaining required skills and timeline to meet position standards.

PERFORMANCE RATINGS

**DIRECTIONS:** The supervisor and employee should rate performance using the following indicators:  
E – Exemplary P – Proficient B – Basic U – Unsatisfactory N/A – Not Applicable  
*Note:* Provide written comments illustrating rationale when rating a duty "E."  
Develop a written action plan and identify assistance required when rating a duty "B" or "U."

**COMMITMENT, JUDGMENT, AND PROFESSIONAL DEVELOPMENT**

- |   |   |   |
|---|---|---|
| S | E | S = Supervisor's Rating E = Employee's Rating |
|---|---|---|
- \_\_\_\_\_ 1. Upholds board policies and follows administrative guidelines/procedures. Acknowledges personal responsibility for decisions and conduct.
  - \_\_\_\_\_ 2. Demonstrates professionalism and contributes to a positive work/learning environment. Strives to develop rapport and serves as a positive role model for others.
  - \_\_\_\_\_ 3. Performs duties efficiently with limited supervision. Takes the initiative to perform routine tasks independently. Reacts productively to interruptions and changing conditions. Meets deadlines despite time constraints.
  - \_\_\_\_\_ 4. Maintains an acceptable attendance record and is punctual.
  - \_\_\_\_\_ 5. Participates in staff meetings and professional growth opportunities as directed.
  - \_\_\_\_\_ 6. Maintains a professional appearance. Wears work attire appropriate for the position.
  - \_\_\_\_\_ 7. Performs other specific job-related duties as directed.

**WORK PERFORMANCE, PLANNING, AND PROBLEM SOLVING**

- |   |   |   |
|---|---|---|
| S | E | S = Supervisor's Rating E = Employee's Rating |
|---|---|---|
- \_\_\_\_\_ 8. Checks/confirms assignments. Carefully follows directions. Seeks advice when expectations are unclear.
  - \_\_\_\_\_ 9. Operates the assigned vehicle according to all motor vehicle laws.
  - \_\_\_\_\_ 10. Performs pre-trip and post-trip safety inspections. Checks safety equipment and first aid supplies. Reports equipment concerns/malfunctions in writing.
  - \_\_\_\_\_ 11. Assumes responsibility for the interior/exterior cleanliness of the vehicle.
  - \_\_\_\_\_ 12. Fuels the vehicle. Monitors fluid levels (e.g., oil, windshield washer, brake, transmission, etc.). Documents fuel consumption and mileage.
  - \_\_\_\_\_ 13. Uses proper protocol when operating communication equipment.
  - \_\_\_\_\_ 14. Practices defensive driving techniques. Complies with all motor vehicle laws (e.g., speed limits, complete stops, etc.). *Note:* Safety is the top priority even if delays disrupt the bus schedule.
  - \_\_\_\_\_ 15. Reports all traffic citations and accidents. Documents all injuries that require medical attention.
  - \_\_\_\_\_ 16. Provides dependable service. Maintains established routes and time schedules. Suggests route modifications that improve efficiency. Transports only authorized passengers. Reports road hazards or other problems that may interfere with pupil transportation services.
  - \_\_\_\_\_ 17. Directs passenger loading/unloading. Operates the wheelchair lift. Checks seat belts. Secures wheelchairs and other assistance/mobility equipment before the bus starts. Reports unsafe or defective equipment.
  - \_\_\_\_\_ 18. Communicates bus rules to students. Keeps supervisors informed about persistent behavior problems.
  - \_\_\_\_\_ 19. Picks up and unloads students only at approved stops. Keeps route sheets up-to-date.

**BUS DRIVER**

- \_\_\_\_\_ 20. Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
- \_\_\_\_\_ 21. Follows district field trip procedures. Remains available to staff/students during trips as instructed.
- \_\_\_\_\_ 22. Attempts to identify and report vehicles that fail to comply with traffic regulations (e.g., failure to stop for flashing bus lights, passing in prohibited zones, etc.).
- \_\_\_\_\_ 23. Participates in the district's bus safety program as directed. Conducts emergency evacuation drills that comply with current state standards.
- \_\_\_\_\_ 24. Prepares accurate and timely paperwork. Verifies and correctly enters data.
- \_\_\_\_\_ 25. Assists other staff as needed to deal with unexpected or urgent situations.
- \_\_\_\_\_ 26. Provides assistance as needed when aware of passengers with medical/health considerations.
- \_\_\_\_\_ 27. Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.
- \_\_\_\_\_ 28. Upholds the student conduct code. Maintains high expectations for behavior and performance.

**COMMUNICATIONS AND INTERPERSONAL RELATIONS**

S            E            S = Supervisor's Rating    E = Employee's Rating

- \_\_\_\_\_ 29. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.
- \_\_\_\_\_ 30. Promotes effective communications and reliable service. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- \_\_\_\_\_ 31. Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills. Uses diplomacy and exercises self-control when dealing with other individuals. Exhibits consistency, resourcefulness, and resilience.
- \_\_\_\_\_ 32. Respects personal privacy. Maintains the confidentiality of privileged information.
- \_\_\_\_\_ 33. Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with staff to manage or eliminate risk factors.

RATING COMMENTS: (Note number next to comments).

OVERALL PERFORMANCE COMMENTS (Including progress made toward annual goals):

<b>SUPERVISOR'S ASSESSMENT OF OVERALL PERFORMANCE:</b> (General work performance and personal effectiveness taken as a whole).			
<input type="checkbox"/> Exemplary	<input type="checkbox"/> Proficient	<input type="checkbox"/> Basic	<input type="checkbox"/> Unsatisfactory

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I have read this performance appraisal. My signature does not imply concurrence with ratings or comments. I understand that this document will be placed in my personnel file and that I am entitled to a copy for my personal records.

ATTACH ADDITIONAL COMMENTS TO THIS FORM OR USE REVERSE SIDE OF PAGE AS NEEDED