

APPENDIX C

REQUIRED FORMS AND TIMELINES

REQUIRED FORMS	TIMELINE
PLANNING PHASE for all employees	Commencing no later than June 30 of the closing year , and in conjunction with the End-of-Year Evaluation Conference. (An amended plan may be developed on or before September 15)
PLANNING FORM For completion EVALUATION FORM From previous year for reference	<ul style="list-style-type: none">▶ Planning conference(s) between evaluator and employee shall be conducted.▶ A written plan shall be developed using the Planning Form of the Performance Planning and Evaluation System.▶ Subsequent formal Progress Conference(s) shall occur at the discretion of the evaluator according to the performance of the employee.▶ The Progress Form and the Evaluation Form shall be discussed with the reviewer in advance of the Progress and Evaluation Conferences.
Employees not on the regular schedule of planning and evaluation activities because of assignment to a new work location during the year shall be scheduled for a conference within two months of their initial planning conference to review performance to date.	

PROGRESS PHASE	By January 31:
<p>PROGRESS FORM for completion</p> <p>PLANNING FORM For reference and updating</p> <p>PROFESSIONAL IMPROVEMENT PLAN</p>	<ul style="list-style-type: none"> ▶ A mid-year Progress Conference shall be held with every employee. Copies of this completed Progress Form are to be filed in the evaluator's and employee's offices. ▶ For each employee whose overall performance rating is Unacceptable, a written Professional Improvement Plan shall be provided. This plan shall specify timelines and activities, which address the designated performance standards and/or competencies to be improved. A copy of the Progress Form and the Professional Improvement Plan Form shall be forwarded to the Office of Professional Standards. ▶ Any employee whose official performance rating is Unacceptable shall be notified of the possible recommendation for non-reappointment if unsatisfactory performance continues.
	By April 15:
	<ul style="list-style-type: none"> ▶ A Progress Form shall be completed and filed in the Office of Professional Standards for non-school site employees being recommended for non-reappointment who have been on a professional improvement plan.
	<ul style="list-style-type: none"> ▶ Evaluation of performance shall continue for the balance of the contract year.
<p>Employees not on the regular schedule of planning and evaluation activities because of assignment to a new work location during the year shall be scheduled for a conference within two months of their initial planning conference to review performance to date.</p>	

EVALUATION PHASE	By June 30:
EVALUATION FORM For completion	<ul style="list-style-type: none"> ▶ An End-of-Year Evaluation Conference shall be conducted with the employee.
PLANNING FORM From current year-for reference	<ul style="list-style-type: none"> ▶ Evaluation forms for all employees shall be completed and filed in Human Resources and in the office of the reviewer, evaluator, and employee.
CHECKLIST for Non-School Site Employee's Evaluation Form	<ul style="list-style-type: none"> ▶ An initial Planning Form for the upcoming year shall be developed as part of the End-of-Year Evaluation procedure. (See Planning Phase timeline)