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PERSONNEL POLICIES

FOR

NONCONTRACTED EMPLOYEES

OF

JACKSON SCHOOL DISTRICT

Effective July 1, 2021

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ARTICLE I
RECOGNITION

- 1.1 Definition of Employee - Unless otherwise indicated, the term "employee" when used hereafter in this policy shall refer to all aides, secretaries, bus drivers, custodians, and cafeteria workers employed by the Jackson School District.
- 1.2 Full-time Calendar Year Employee - An employee of the Board who works or is scheduled to work 52 weeks per year, 40 hours or more per week, including vacation time.
- 1.3 Part-time Calendar Year Employee - An employee of the Board who works or is scheduled to work 52 weeks per year, less than 30 hours per week, including vacation time.
- 1.4 Full-time Academic Year Employee - An employee of the Board who is scheduled to work less than 52 weeks per year during the school academic year, 30 hours or more per week.
- 1.5 Part-time Academic Year Employee - An employee of the Board who is scheduled to work less than 52 weeks per year during the school academic year, less than 30 hours per week.

ARTICLE II
EMPLOYEE RIGHTS AND PRIVILEGES

- 2.1 Discipline is defined to be: (a) discharge, (b) suspension, (c) written reprimand, (d) oral reprimand.
- 2.2 Disciplinary actions shall normally follow this order; however, discipline may be taken out of order depending on the severity of the infraction.
- (A) a verbal warning
 - (B) a written warning
 - (C) suspension without pay
 - (D) discharge
- 2.3 An employee may be suspended or discharged for, but not limited to, the following:
- (A) misconduct during employment
 - (B) incompetency or inefficiency
 - (C) failure to perform assigned duties
 - (D) disobedience of a supervisor
 - (E) intoxication while on duty
 - (F) failure to observe rules and regulations established by the Board and the administration

- (G) conviction of a felony
- (H) incompatibility with other employees
- (I) unauthorized absence from duty

2.4 Access to Files - Upon written request, each employee shall have the right to review, at a time mutually convenient, the contents of his/her file in the central office; excepting, however, any confidential references. At the employee's request, a witness of his/her choice may accompany the employee in such review. The review shall be made in the presence of an administrator.

ARTICLE III

EMPLOYEE COMPLAINTS AND GRIEVANCES

3.1 The Board subscribes to an orderly, well-defined grievance procedure for the resolution of problems derived from applications of Board policies and district regulations. Grievances will be handled expeditiously in accordance with the procedures approved by the Board. The process set up for the resolution of "grievances" will apply only to grievances as defined in the policies.

3.2 A complaint is an assertion by an employee, other than a member of a bargaining unit which has a collective bargaining agreement with the School Board, that there has been a violation, misinterpretation, or inequitable application of personnel policies.

It is the intent of this procedure that employee complaints will be identified and corrected at the earliest possible time, and at the lowest level of supervision.

Complaint processing should be viewed as a positive and constructive effort which seeks to establish the facts upon which the complaint is based and come to a fair conclusion. Employees will not be discriminated against nor will reprisal be attempted against an employee because he/she filed a complaint.

3.3 Procedures - Complaints will be processed according to the step-by-step procedures outlined below.

Step 1

(A) A complaint will be presented orally and informally to the principal within five (5) days of the occurrence of the alleged violation, misinterpretation, or inequitable application of personnel policies. The principal has five (5) days to respond. If the complainant is not satisfied with the response, the complaint will be reduced to writing and submitted to the principal within five (5) days.

(B) Within five (5) workdays of receiving the complaint, the principal will render a decision, in writing, to the complainant.

Step 2

- (A) Within five (5) workdays after receiving the decision at Step 1, the complainant may appeal the decision, in writing, to the Superintendent.
- (B) The Superintendent will, within ten (10) workdays of receipt of the appeal, investigate and render a decision, in writing, to the complainant.

Step 3

- (A) Within five (5) workdays after receiving the decision at Step 2, the complainant may request, in writing, review of the decision by the School Board.
 - (B) The School Board will schedule the matter for review within twenty (20) workdays following receipt of the appeal. The School Board will render a decision within ten (10) workdays after the review, and such decision will be deemed final.
- 3.4 An employee shall have the right to answer, in writing, any complaints filed in his/her personnel file, and the answers shall be attached to the complaint and reviewed by the Superintendent of Schools or his/her designated representative.
- 3.5 Evaluation - All employees are to be evaluated each work year.

ARTICLE IV **VACATIONS**

- 4.1 After the initial anniversary date of employment, the full-time calendar year employee will receive an annual vacation of two (2) work weeks in each fiscal year. After eight (8) years of continuous service with the district, the full-time calendar year employee will receive an annual vacation of three (3) work weeks, and after fifteen (15) years of continuous service with the district, the full-time calendar year employee will receive an annual vacation of four (4) work weeks.
- 4.2 The principal reserves the right to limit the number of employees who may be on vacation at any one time and establish procedures for selecting vacations.
- 4.3 Earned vacation pay will be paid in full to beneficiary at death or to employee at retirement after serving ten (10) years in the district.
- 4.4 Earned vacation time may not be accumulated but may be carried over to August 31 of the following fiscal year.

ARTICLE V **HOLIDAYS**

- 5.1 All full-time calendar year employees shall be paid for the following named holidays.

Independence Day
Labor Day
Indigenous People's Day
Veterans' Day
Thanksgiving Day
Day After Thanksgiving

Christmas Day
New Year's Day
Martin Luther King Jr. Civil Rights Day
Designated Presidents' Day
Memorial Day

5.2 All other employees shall be paid for the following named holidays.

Indigenous People's Day
Veterans' Day
Thanksgiving Day
Day After Thanksgiving

Christmas Day
New Year's Day
Martin Luther King Jr. Civil Rights Day
Designated Presidents' Day
Memorial Day

5.3 In order to qualify for the holiday pay referred to in Section 5.2, the employee must have worked the last scheduled workday before the holiday and the first scheduled workday after the holiday. A bona fide sick day or approved vacation day before or on the first scheduled workday after the holiday shall be considered a workday for this purpose. If the previously named holidays referred to in Section 5.1 and 5.2 fall on a Saturday or a Sunday or a day when school is in session, the following Monday shall be considered a holiday; but if employees are required to work that day, they shall be allowed equivalent time off at a time to be approved by the principal.

ARTICLE VI
WORKING CONDITIONS

No employee, except those authorized, shall, nor shall be required to, dispense or administer medication.

ARTICLE VII
REDUCTION IN PERSONNEL

The Jackson School Board has the right to decide who shall be laid off or reduced in hours.

ARTICLE VIII
COMPENSATION

- 8.1 The following conditions shall apply to overtime work for the full-time calendar year employee.
- (A) Time and one-half will be paid for all hours worked over 40 hours in one week.
 - (B) Paid leave shall count toward hours worked.
 - (C) Compensatory time may be given instead of overtime pay if mutually agreeable to

the employer and employee.

- (D) All hours paid on a holiday shall be counted as hours worked for the purpose of computing overtime.
- 8.2 Educational Incentive Reimbursement - The Board agrees to reimburse instructional aides the actual tuition costs incurred for educational conferences or courses, up to one (1) course per employee per year, required or approved by the Superintendent of Schools. Applications for such activities and estimated expenses must be submitted in advance to the Superintendent of Schools for approval or disapproval. Courses must be successfully completed with a passing grade.
- 8.3 Performance pay will be awarded based on the following: Distinguished, a one-time \$500 bonus check (non-cumulative) prorated on a 35 hour week (maximum bonus of \$500) plus 3% for Proficient; Proficient, 3.0%; Basic, 2.5%; Unsatisfactory, 0% as rated on the Jackson School District revised evaluation form (see Appendix B).
- 8.4 Longevity – Effective July 1, 2009, eligible employees will receive longevity payments of \$250 after five (5) consecutive years of service and \$500 after ten (10) consecutive years of service. Longevity will be prorated based on full time equivalency, and checks will be distributed in June of the appropriate year.
- 8.5 Substitutes – Noncontracted personnel who are asked or required to substitute for an absent teacher shall receive their pay plus one-half substitute pay.

ARTICLE IX **INSURANCE**

- 9.1 (A) Effective July 1, 2021 - Eligible employees may select the Harvard Pilgrim program that best meets their needs. The Jackson School District reserves the right to select the insurance carrier for all insurances required by this agreement, provided that: (1) All such carriers shall be licensed to do business in New Hampshire; (2) The coverage of such insurance policies is substantially equivalent of the existing policies offered; (3) The Jackson School District will inform its employees of any prospective change of carrier ninety (90) calendar days in advance.

Plan options will include: NH Interlocal Trust / Harvard Pilgrim HMO SUPER \$1500.

The plan includes a deductible in the amount of \$2000 for a single, \$4000 for a two person and \$4000 for a family plan. An employee shall participate and complete a mutually agreed upon program in which the NHIT shall contribute \$1000 for a single, \$2000 for a two person plan and \$2000 for a family plan.

The insurance program year will run from July 1 – June 30. There will only be one deductible applied per contract year.

The District shall provide an Internal Revenue Code Section 125 Plan for medical expenses effective July 1, 2010. Under the Section 125 Medical Reimbursement Account (MRA), the District will provide reimbursement according to the schedule below for

eligible Flexible Spending Account (FSA) expenses to all eligible individual employees and the employee's eligible dependents. The District reserves the right to contract with a third-party administrator for the processing and reimbursement of these allowed expenses.

- Employee Only: up to \$500 per contract year
- Employee plus one: up to \$1,500 per contract year
- Employee plus two or more: up to \$1,500 per contract year

Health insurance benefits will be available to all employees who regularly work 30 hours or more per week. Employees who work part-time (less than 30 hours per week) will be provided similar coverage at a prorated rate.

(B) Effective December 1, 2015, full-time (30 hours per week or more) employees who would otherwise be eligible for district health insurance, who elect to take health coverage under their spouse's plan or another comparable insurance plan, shall receive an insurance waiver payment equal to 50% of that portion of the premium the Board would otherwise have to pay for coverage for the employee not to exceed the 2 person premium rate. To be eligible for this benefit, employees must meet the following criteria:

- (1) have and show proof of their coverage in a comparable plan;
- (2) initially, attend an informational seminar to explain the effect of the waiver; and
- (3) sign a "waiver of insurance" to decline or discontinue health insurance with the district.

9.2 Delta Dental Plan - The Jackson School Board agrees to pay 95% of the premium cost of a single, 2-person, or family membership in a dental plan for all full-time employees, with no deductible, which includes: A-100%; B-70%; C-50%. The employee will be responsible for the remaining 5% of the premium cost.

9.3 Life Insurance – The Board agrees to pay the cost of a group term life and accidental death and dismemberment insurance policy (\$35,000 life insurance/\$35,000 accidental death and dismemberment). The selection of the group term life and accidental death and dismemberment policy will be at the sole discretion of the Jackson School Board. Life insurance benefits will be available to all employees who regularly work thirty (30) hours or more per week and who have been employed by the District for one year.

ARTICLE X

TEMPORARY LEAVES OF ABSENCE

10.1 Sick Leave - All employees employed on a ten (10) month basis shall be entitled to ten (10) days sick leave per year with full pay. All employees employed on a twelve (12) month basis shall be entitled to twelve (12) days sick leave per year with full pay. Unused sick leave shall be accumulative from year to year up to a maximum of one hundred and fifty (150) days. Up to ten (10) days per immediate family member per school year of sick leave may be used to attend to an ill family member. The definition of the immediate family for the purposes of this policy shall be as follows: the immediate

family includes father, mother, wife, husband, children, brothers, sisters, grandparents, mother and father-in-law, sister and brother-in-law. If, in the opinion of the supervising principal a relationship exists similar to that of the family relationship, this leave may be granted.

- 10.2 The employee should notify his/her principal/supervisor at the earliest possible time prior to utilizing sick leave time so as to permit notification of a substitute. Such may be accomplished by the employee in person, by direct communication at school with the principal/supervisor, or by calling a designated telephone number prior to 6:00 a.m. (except in emergencies) on the morning of the day that the sick leave is to be taken.
- 10.3 All salaried employees shall be given annual sick leave on the above basis, with proportionate amounts of leave granted those who work less/more than a ten (10) month year, or those who work less than full time.
- 10.4 A certificate from a physician, certifying that the illness was incapacitating, may be required at the Board's expense for all absences of five (5) or more consecutive days resulting from illness.
- 10.5 Any employee whose illness extends beyond the period of accumulated sick leave may be granted a leave of absence without pay for reasons of health which shall not exceed one (1) year from the date granted by the Board. An extension of such leave may be granted by the Board upon the request of the employee. An employee anticipating extended illness may be granted such leave prior to the expiration of his/her leave days; and, upon returning from health leave, will have the unused portion of his/her accumulated sick leave reinstated. The employee, if possible, shall be assigned to the position he/she held before going on leave. Prior to his/her return from health leave, the Board may require the employee to be examined by a physician of its choice.
- 10.6 Any undue hardship caused by the strict application of these provisions having to do with leaves, may be appealed to the Superintendent who shall have the authority to resolve these in the best interests of the school district.
- 10.7 Personal Business Leave - The Board will grant personal leave to employees up to four (4) days in any one year, such leave not to be cumulative from year to year. Personal leave under this article is intended to indicate the conducting of business or personal affairs which cannot be accomplished with reasonable planning at any other time. Leave under this article shall be with at least forty-eight hours' notice to the principal. The notification time required may be waived by the principal in unusual or emergency circumstances. Use of personal leave shall only be granted with the approval of the principal, but approval shall only be withheld in such instances as in the judgment of the principal will severely hamper the school in its ability to fulfill its educating function. Personal leave shall not be allowable or used for such purposes as social affairs, pleasure trips, and matters of a similar nature. All employees will be required to ensure that leave is for approved reasons only at the time of each request.

Personal leave requests immediately before or after a holiday (vacation breaks, long weekend, state and federal required school closing) shall be considered only under extenuating circumstances and shall require the approval of the Superintendent on an individual basis. Appropriate documentation may be required.

Personal leave requests after May 31st shall be granted only under extenuating circumstances, to be determined by the Superintendent. The reasons listed below are examples of extenuating circumstances but are not to be considered an all-inclusive list. Appropriate documentation may be required. Full-time, year round employees shall be exempt from the May 31st restriction with approval of the principal. The definition of the immediate family for the purposes of this policy shall be as follows: the immediate family includes father, mother, wife, husband, children, brothers, sisters, grandparents, mother and father-in-law, sister and brother-in-law. If, in the opinion of the supervising principal, a relationship exists similar to that of the family relationship, this leave may be granted.

- graduation or promotion (immediate family)
- weddings
- legal matters
- college orientation
- family emergency (immediate family)

10.8 Bereavement Leave – A maximum of five (5) days will be granted each employee for each death in the immediate family. These days, if used, shall not be deducted from sick leave. The definition of the immediate family for the purposes of this policy shall be as follows: the immediate family includes father, mother, wife, husband, children, brothers, sisters, grandparents, mother and father-in-law, sister and brother-in-law. If in the opinion of the supervising principal a relationship exists similar to that of the family relationship, this leave may be granted.

10.9 Legal - If it is necessary for an employee of the school district to serve as a juror, the employee shall be reimbursed the difference between his/her regular pay and jury pay or the cost of a substitute, whichever is greater.

ARTICLE XI

ILLNESS LEAVE BANK

Effective July 1, 2018 the Board agrees to establish an Illness Leave Bank to cover contracted and noncontracted employees in the event of a long term illness or injury. The Board will provide an initial ten (10) day contribution to the Bank. The Illness Leave Bank plan is provided as part of a comprehensive disability protection plan created in lieu of short-term and long-term disability insurance programs.

In order for an employee to qualify for the use of these days, he/she must have exhausted all accumulated sick leave and personal leave, must have donated a day to the Illness Leave Bank, and must produce medical verification of disability.

Employee participation in the Illness Leave Bank plan is voluntary. Donation of days to the Bank is final and not returnable. The Illness Leave Bank shall be administered by a committee composed of three (3) staff members appointed by the Principal. This committee shall hereinafter be called the Illness Bank Administrative Committee (Administrative Committee). The maximum number of days that may be accumulated in the Illness Leave Bank will be 100 days. Days for part-time employees will be pro-rated in accordance with the percentage of employment.

ARTICLE XII

EXTENDED LEAVES OF ABSENCE

Child Care Leave - Child care leave may be granted to any staff member covered by this agreement. The leave may be terminated by the Board prior to its expiration upon written request of the employee and written approval of the attending physician. At the expiration of the leave granted by the Board, the employee must return to duty or lose all right, title, and interest in and to his/her position. The absence of either action will result in termination of employment. Upon returning to service, the employee shall be assigned to the same duties, or those of a similar nature as determined by the School Board, as were performed prior to the beginning of the absence.

Any employee who ceases work due to pregnancy shall be on automatic leave for a period ending three months after the date of the birth of the child unless: (a) a doctor certifies that the physical condition of the employee is such that the employee should not resume her/his duties, in which case leave shall be extended to a date when the employee is in physical condition to return to her/his duties, but in no event shall such extended leave exceed nine months after the date of the birth of the child; or (b) the employee desires to wait until the beginning of the school year in the fall first following the expiration of said period ending three months after the birth of the child, but in such event the employee shall give the Superintendent written notice of the intent to so extend the leave at least two weeks prior to the expiration of said three months after the date of the birth of the child.

If the employee does not return to her/his duties by the employment date set forth in the preceding paragraph, all employment rights of the employee in the district shall cease.

ARTICLE XIII

MISCELLANEOUS PROVISIONS

13.1 Equal Opportunity Employment – It shall be the policy of the School Board to recruit and select for employment the best qualified applicant for each position without regard to race, color, creed, sexual orientation or national origin; nor shall any person be denied employment solely because of age, sex, handicap, or marital status. Age shall be considered only with respect to minimums set by law and retirement as specified by the State or policies of the Board. As required by Title IX of the 1972 Education Amendments, it is the Jackson School District’s policy not to discriminate on the basis of sex in its educational programs or activities policies. Inquiries regarding compliance with

Title IX may be directed to the Office of the Superintendent of Schools.

13.2 Inclement Weather - Nothing in this policy shall require the employer to keep offices - school/administration - open in the event of inclement weather or when otherwise prevented by an act of God. When the schools are closed to students due to the previously mentioned conditions, employees shall not be required to report to their job assignments. However, if an employee is a custodian and does not report for work, he/she shall suffer loss of salary for actual hours missed, except in extraordinary circumstances as approved by the principal. Aides, secretaries, bus drivers, and cafeteria workers will be allowed to make up the time when the students' calendar is adjusted, but they will be required to work the specified number of days and hours for each position.

13.3 Employee Obligation for Tuition Reimbursement
(Adopted by the Jackson School Board March 18, 2002)
Any employee who receives tuition reimbursement shall agree to remain as an employee of the Jackson School District for at least one year from the beginning of classes for which the employee is reimbursed.

If the employee leaves the employ of the Jackson School District within that period, the District may require the amount of the tuition to be reimbursed.

ARTICLE XIV
RETIREMENT

14.1 Individuals with 10 years of continuous service or more in the district may elect, upon submission of a letter of retirement/resignation to the Superintendent, to receive a stipend based upon the following schedule:

10 years of continuous service	\$1,000 (prorated per FTE)
15 years of continuous service	\$1,500 (prorated per FTE)
20 years of continuous service	\$2,000 (prorated per FTE)
25 years of continuous service	\$2,500 (prorated per FTE)

Years of service between 10-15, 15-20, 20-25 shall be prorated.

The Superintendent must be notified by December 1 of the year previous to that during which the benefits will be paid. The support staff may reconsider on or before March 1. The letter of retirement/resignation cannot be cancelled after March 1 unless approved by the School Board. In the event of cancellation, reimbursement will be made to the school district.

14.2 The district will pay employees with ten years of continuous service or more in the district, upon retirement, \$20 per day for all unused, accumulated sick days to a limit of one hundred and fifty (150).

14.3 Employees who have worked for the district will have the option to purchase health insurance at the full premium rate.

JACKSON SCHOOL DISTRICT
SALARY SCHEDULE FOR HIRING
2021-22

Step	Aide	Administrative Assistant	Food Service	Custodian	Bus Driver	Maintenance/Custodial
1	14.86	15.38	12.30	14.35	18.45	20.50
2	15.23	15.76	12.61	14.71	18.91	21.01
3	15.61	16.15	12.92	15.08	19.38	21.54
4	16.01	16.56	13.25	15.45	19.87	22.08
5	16.41	16.97	13.58	15.84	20.37	22.63
6	16.82	17.40	13.92	16.24	20.87	23.19
7	17.24	17.83	14.26	16.64	21.40	23.77
8	17.67	18.28	14.62	17.06	21.93	24.37
9	18.11	18.73	14.99	17.48	22.48	24.98
10	18.56	19.21	15.36	17.92	23.04	25.60

Off Schedule = 3% performance

Anyone hired after June 30, 2020 with Bachelor's degree will receive an additional \$.25 per hour upon hiring.

Step	ESOL Tutor/ World Language Tutor	Enrichment/After School Coordinator	Speech/Language Assistant
1	18.36	18.36	22.44
2	18.73	18.73	22.89
3	19.10	19.10	23.35
4	19.48	19.48	23.81
5	19.87	19.87	24.29
6	20.27	20.27	24.78
7	20.68	20.68	25.27
8	21.09	21.09	25.78
9	21.51	21.51	26.29
10	21.94	21.94	26.82

Off Schedule = 3% performance

APPENDIX B
JACKSON SCHOOL DISTRICT
CLASSROOM ASSISTANT EVALUATION FORM

4/26/11

Name: _____

Date: _____

POSITION TITLE: _____

SCHOOL/DEPT. Jackson

Instructions: By the end of the school year, the supervisor will hold a conference with each assistant and evaluate his/her performance in the 4 vital areas of competencies for professional practice. When an assistant is judged to perform at the 'proficient' level, no narrative is required. When an assistant performs at the 'distinguished' level, the supervisor will take this as an opportunity to recognize the assistant's expertise by including a narrative citing examples using the language of the competencies and indicators. If an assistant performs at the 'basic' level in any of the four vital areas, the supervisor will describe actions of improvement.

<u>PERFORMANCE FACTORS</u>	DISTINGUISHED	PROFICIENT	BASIC	UNSATISFACTORY
1. PLANNING AND PREPARATION -Pursue Knowledge of Content _____ -Demonstrating Understanding of Students _____ -Supporting Instructional Goals with Team _____ -Modification of Instructional Goals _____ -Seeks Out Knowledge of Resources _____	20-25	15-19	7-14	0-6
5 pts each				
2. THE CLASSROOM ENVIRONMENT -Creating an Environment of Respect and Rapport _____ -Fostering and Supporting an Atmosphere for Success _____ -Classroom Procedures Management _____ -Managing Student Behavior _____ -Understanding of Characteristics of Age Groups _____	20-25	15-19	7-14	0-6
5 pts each				
3. INSTRUCTION -Communicating Clearly and Accurately _____ -Using Questioning and Discussion Techniques _____ -Engaging Students in Learning _____ -Providing Written or Oral Feedback to Students _____ -Demonstrating Flexibility and Responsiveness _____	20-25	15-19	7-14	0-6
5 pts each				
4. PROFESSIONAL RESPONSIBILITIES -Knowledge of Methods, Techniques and Skills Required of Position _____ -Maintaining Accurate Records _____ -Contributing to the School, District and Profession _____ -Adaptability to Change _____ -Interpersonal Effectiveness _____	20-25	15-19	7-14	0-6
5 pts each				

_____ Total Points

JACKSON SCHOOL DISTRICT
SUPPORT STAFF EVALUATION FORM
 (Administrative Assistant, Bus Driver, Cafeteria, Custodian)

4/26/2011

NAME: _____

DATE: _____

POSITION TITLE: _____

SCHOOL/DEPT. Jackson

For the performance factors listed below indicate (x) the effectiveness with which they were applied in achieving the results. When evaluating each factor, apply the following definitions:

- Distinguished:** Exceptional performance, role model for peers
Proficient: A skillful worker who consistently meets requirements and expectations
Basic: Improvement needed to increase effectiveness; growth will strengthen ability to handle responsibilities
Unsatisfactory: Unacceptable job performance

<u>PERFORMANCE FACTORS</u>	DISTINGUISHED	PROFICIENT	BASIC	UNSATISFACTORY
1. JOB PERFORMANCE 50% 10 pts each -Is able to interact appropriately & effectively with students ___ -Follows directions easily ___ -Completes assignments on time in compliance with direction given ___ -Is skilled at performing tasks ___ -Strives to succeed/stretches personal resources/listens well ___	41-50	31-40	16-30	0-15
2. SELF MOTIVATION/MANAGEMENT 20% 5 pts each -Builds on strengths and works on deficiencies ___ -Personally well organized ___ -Utilizes time efficiently ___ -Takes initiative ___	16-20	11-15	6-10	0-5
3. ADAPTABILITY TO CHANGE 10% 5 pts each -Possesses the ability to be flexible ___ -Adaptable to a multitude of situations ___	9-10	6-8	3-5	0-2
4. INTERPERSONAL EFFECTIVENESS 15% 5 pts each -Maintains effective working relationships with others ___ -Presents ideas effectively ___ -Uses feedback to improve performance ___	13-15	10-12	4-9	0-3
5. PUNCTUALITY 5% 5 pts each -Consistently performs all assigned responsibilities when expected and on time ___	5	4	2-3	0-1

_____ Total Points

Name _____				
OVERALL				
<u>Distinguished</u> 84-100	<u>Proficient</u> 62-83	<u>Basic</u> 31-61	<u>Unsatisfactory</u> 0-30	_____ Total Points

FOR ADDITIONAL COMMENTS, USE SPACE BELOW

This evaluation has been discussed with me. (Check one) I agree with its contents
 I disagree with its contents

Statement: I understand that I may submit a letter within one (1) week to the Principal, Administrative Evaluator stating reasons of any disagreement, which will be attached to this document.

Signature of Employee	Date Signed	Signature of Principal/Adm. Evaluator	Date Signed
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