



NEBO SCHOOL DISTRICT BOARD OF EDUCATION POLICIES AND PROCEDURES

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1. PURPOSE AND PHILOSOPHY

Under Utah Code Ann., Section 53A-8a-301(1), “the performance of each school district employee [must] be evaluated annually.” Temporary employees and other at-will classified employees may be excluded from the requirement, and provisional employees must be evaluated at least twice annually. The statutory and practical requirements for employee evaluations vary among certified, classified, and administrative employees. In compliance with Utah law, to encourage and facilitate improved skill and job performance among District employees, and to govern the evaluation of employees, the Board of Education hereby adopts this policy.

2. DEFINITIONS

- 2.1. “Administrative employee” means an employee who works in a position that requires an educator license with an administrative area of concentration and who supervises teachers or other administrative employees.
- 2.2. “At-will employee” means an individual employed by the District whose employment may be terminated at any time, with or without cause. Any classified employee employed at less than twenty (20) hours per week in any position is an at-will employee in that position. Any certified or administrative employee employed at less than 0.5 FTE is an at-will employee.
- 2.3. “Career,” when referring to an educator or other employee, means an employee of the District who has obtained a reasonable expectation of continued employment as further defined in the applicable employee Handbook.
- 2.4. “Certified Evaluator” means a member of the management team who has received training in accordance with the district’s rater reliability plan and whose decisions have been compared to standardized ratings as described in Utah Admin. Code R277-533-4.
- 2.5. “Classified Employee” means an employee who is neither a certified employee nor a member of the management team, as more fully described in the Nebo School District Classified Employee Handbook.

- 2.6. “Educator” means a certified employee who meets the definition of “educator” found in the Nebo School District Certified Employee Handbook and who is subject to the evaluation requirements outlined in Utah Admin. Code R277-533.
- 2.7. “Educator Evaluation System” means the Utah Model Educator Evaluator System as adapted by the District.
- 2.8. “Evaluation” and its derivatives mean the set of actions whereby evidence of an employee’s performance is gathered, assessed, and assigned a rating. The specific components, timelines, and other requirements of evaluations vary depending on the type of employee being evaluated. Those varying elements are described in detail throughout this policy.
- 2.9. “Evaluator” means a supervisor who is responsible for an employee’s evaluation.
- 2.10. “Instructional Effectiveness Rating” means a rating assigned to an educator based on observations of the educator’s instruction. It is given according to how well the educator meets the effective teaching standards set by the Utah State Board of Education.
- 2.11. “Provisional employee” means an individual, other than a career employee, a temporary employee, or an at-will employee, who is employed by the District on at least a half-time basis. Provisional employees do not include classified employees employed at less than twenty (20) hours per week or certified or administrative employees employed at less than 0.5 FTE.
- 2.12. “Rating” means one of the four differentiated levels described in Utah Admin. Code R277-533-3 as listed below:
 - 2.12.1. not effective (score of 0),
 - 2.12.2. emerging/minimally effective (score of 1),
 - 2.12.3. effective (score of 2), or
 - 2.12.4. highly effective (score of 3).
- 2.13. “Stakeholder Input Rating” means the rating assigned to an educator based on survey responses and other information from parents, students, and others affected by the educator’s teaching.
- 2.14. “Student Growth Rating” means the rating assigned to an educator based on SLOs.
- 2.15. “Student Learning Objective” or “SLO” means a content- and grade- or course-specific, measurable learning objective that can be used to document student learning over a defined period of time.
- 2.16. “Temporary employee” means an individual hired to work for a period less than one year as specified on the employee’s hiring authorization form.

3. EDUCATORS AND OTHER CERTIFIED EMPLOYEES

- 3.1. Utah law requires school districts to adopt formative and summative educator assessment systems and to develop policies to support teachers and administrators in implementing effective teaching standards set by the Utah State Board of Education. Certified employees who are not Educators as defined in Subsection 2.6 are subject to evaluations by their immediate supervisors in accordance with applicable rules of the Utah State Board of Education.
- 3.2. The Nebo School District educator evaluation system aims to accomplish the following:
 - 3.2.1. improve the performance of all educators;
 - 3.2.2. identify standards and conditions of professional service to the school system;

- 3.2.3. provide a simple, permanent record of the quality of each employee's service; and
- 3.2.4. provide a basis for judgment with respect to the continued employment of the educator.

3.3. Adoption of Educator Evaluation System

- 3.3.1. Under Utah law each local school board is required to adopt an educator evaluation system. Local boards may adopt (a) the Utah Model Educator Evaluator System, (b) an adapted system, or (c) a district-developed system. Nebo School District hereby adopts the Utah Model Educator Evaluator System as adapted by the District.
- 3.3.2. The District will use the observation tool developed and amended by the Utah State Board of Education and adapted by the District.

3.4. Joint Educator Evaluation Committee

- 3.4.1. As required by Utah law, the District educator evaluation program is developed in consultation with a joint committee.
- 3.4.2. The Board has established the Joint Educator Evaluation Committee (JEEC). The JEEC consists of an equal number of classroom teachers, parents, and administrators appointed by the Board. The committee will meet when needed as determined by the superintendent or his/her designee.

3.5. Components of the Educator Evaluation System

An educator evaluation is a process whereby an evaluator gathers evidence of an educator's performance and assigns the educator a rating known as the Final Summative Rating. Each educator is assigned a Final Summative Rating each year. As described in this section, the Final Summative Rating is calculated based on ratings assigned by the evaluator in each of three components: instructional effectiveness, student growth, and stakeholder input.

3.5.1. Annual Orientation

All educators shall be oriented annually by their school administrator on the District educator evaluation system, including the purpose of the evaluations and the methods used to evaluate. The orientation must take place at least fifteen (15) calendar days before an evaluator assigns any rating to an educator. The orientation shall inform educators about the evaluation process and shall include an explanation of (1) the forms to be used in the evaluation, including the current observation tool; (2) the method for conducting observations, including conferences; (3) the compilation of student growth data, including a description of SLOs; (4) the compilation of stakeholder input; (5) the educator's rights and process for submitting responses and additional information throughout the year; (6) the meaning of the various ratings to be assigned, including the final summative rating; and (7) educators' professional growth plans.

3.5.2. Instructional Effectiveness Rating

- 3.5.2.1. The Instructional Effectiveness Rating is assigned at the end of a period of time in which the evaluator conducts multiple observations of the educator (hereinafter "observation cycle"). At least one observation during the observation cycle must be scheduled in advance with the educator, and a conference held with the educator before and after the observation. During the scheduled observation the evaluator gathers evidence and records it using the observation tool.
- 3.5.2.2. Each year provisional educators go through two observation cycles and receive two Instructional Effectiveness Ratings.

- 3.5.2.3.** Career educators are observed multiple times each year but are only required to have one scheduled observation and accompanying conferences every three years. At the end of the observation cycle (which includes a career educator's scheduled observation) the evaluator assigns the educator an Instructional Effectiveness Rating. The career educator's Instructional Effectiveness Rating is used to calculate the Final Summative Rating for each of the next two years or until a new Instructional Effectiveness Rating is assigned, which must occur at least once every three years. However, nothing in this paragraph prohibits an evaluator from conducting more scheduled observations or assigning Instructional Effectiveness Ratings more frequently than the minimum required.
- 3.5.2.4.** An educator may submit additional information, including a response to the observations and ratings indicated on the observation tool.

3.5.3. Student Growth Rating

- 3.5.3.1.** An educator's contribution to a student's growth and learning shall be measured using Student Learning Objectives (SLOs). The District will attribute an SLO to an educator as part of the annual evaluation process by assigning the educator a Student Growth Rating.
- 3.5.3.2.** A new Student Growth Rating is assigned to each provisional and each career educator each year and is used to calculate the annual Final Summative Rating.

3.5.4. Stakeholder Input Rating

- 3.5.4.1.** The evaluator will annually seek and compile input from stakeholders including students and parents. The stakeholder input will be attributed to the educator as part of the evaluation, and the evaluator will assign the educator a Stakeholder Input Rating. The educator may respond to the stakeholder input, and the evaluator will consider the educator's response in calculating the Stakeholder Input Rating.
- 3.5.4.2.** A new stakeholder input rating is assigned to each provisional and each career educator each year and is used to calculate the annual Final Summative Rating.

3.5.5. Final Summative Rating

A Final Summative Rating is reported to the Department of Human Resources for each educator by April 30 each year. The evaluator uses the educator's most recent Student Growth Rating, Stakeholder Input Rating, and Instructional Effectiveness Rating to calculate the Final Summative Rating using the formula prescribed in Utah Admin. Code R277-533-6.

3.6. Rater Reliability Plan

- 3.6.1.** Utah law requires school districts to establish a rater reliability plan. District administration is authorized to establish a rater reliability plan in accordance with Utah law and with this section.
- 3.6.2.** All educators shall be evaluated by certified evaluators. For purposes of this policy, the term "evaluator" includes the term "rater" as used in Utah Admin. Code R277-533-4.
- 3.6.3.** Only members of the Nebo Management Team may become certified evaluators.
- 3.6.4.** An evaluator may not be designated as certified unless the evaluator has received training wherein the evaluator's decisions were compared to standardized ratings.

3.7. Procedure for Requesting a Review

- 3.7.1.** An educator who is not satisfied with a summative evaluation may request a review of the evaluation. The request must be made within 15 calendar days after receiving a copy of the final summative rating and accompanying documentation that were submitted to the Department of Human Resources. The request must be submitted in writing to the educator's principal or the Department of Human Resources.
- 3.7.2.** Upon receipt of a written request for a review, the District will conduct a review of the educator's summative evaluation in accordance with Utah Admin. Code R277-533-8.

4. CLASSIFIED AND OTHER NON-LICENSED EMPLOYEES

- 4.1.** Utah law requires school districts to adopt policies for the evaluation of classified and other non-licensed employees. The evaluation of classified and other non-licensed employees shall contain the following components.
 - 4.1.1.** All classified and other non-licensed employees shall be evaluated at least annually.
 - 4.1.2.** Each classified or non-licensed employee shall be evaluated using a form generated from the employee's job description as defined in Nebo School District Policy #GDA – Classified Employee Job Review. The evaluation form shall include job functions, competencies, and standards found in the employee's job description.
 - 4.1.3.** Each classified or non-licensed employee shall be evaluated by the employee's principal, another appropriate administrator, or the principal's or administrator's designee.
 - 4.1.4.** Classified and other non-licensed employees may use the grievance procedures found in the applicable employee handbook to allege and seek redress for violations of District policy in the evaluation process. However, employees may not use the grievance procedures merely to allege disagreement with the results of the evaluation.
- 4.2.** Documentation of employee evaluations shall be maintained by the Department of Human Resources and may be considered in making decisions regarding transfers, promotions, reductions in staff consistent with Nebo School District Policy #GCPF – Reduction in Force, and dismissal consistent with Nebo School District Policy #GCPD – Employee Discipline, Administrative Leave, and Orderly Termination.
- 4.3.** Classified and other non-licensed employees are subject to an evaluation at any time and may request an evaluation at any time.
- 4.4.** Letters of commendation and other written reports to document outstanding job performance are encouraged.
- 4.5.** All performance documentation letters or reports should be submitted to the District for placement in the employee's personnel file.
- 4.6.** Before submission to the Department of Human Resources of any documentation related to an employee's evaluation, including letters and reports, each employee shall have an opportunity to review the documentation, sign it, and to keep a copy. Such signature indicates only that the employee has read the materials and is aware of the contents.
- 4.7.** If the employee feels that any performance documentation submitted by the supervisor is incomplete, inaccurate, or unfair, the employee shall have the right to submit to the District office within ten (10) days the employee's own written statement which has been signed by the supervisor and placed in the file. Such signature indicates only that the supervisor has read the material and is aware of the contents.

5. ADMINISTRATIVE EMPLOYEES

- 5.1. This section applies to administrative employees whose job description requires a Utah educator license with an administrative area of concentration as defined in Subsection 2.1. Some members of the Nebo School District Management Team are not required to hold a Utah educator license and are therefore not subject to the requirements of this section.

- 5.2. Utah law requires school districts to adopt policies for administrative employee evaluations. The evaluation of administrative employees shall contain the following components.
 - 5.2.1. Administrative employees shall be evaluated at least annually.

 - 5.2.2. Administrative employees shall be evaluated in accordance with Utah State Board of Education rules. Evaluation of administrative employees shall include
 - 5.2.2.1. Student achievement indicators emphasizing learning growth and proficiency;

 - 5.2.2.2. The results of an evaluation tool utilized by the Board that includes input from employees, parents, and students;

 - 5.2.2.3. The effectiveness of evaluating employee performance in a school or district for which the administrative employee has responsibility; and

 - 5.2.2.4. Other factors as determined by the Board.

- 5.3. Administrative employees shall be evaluated by their direct supervisor.

6. TEMPORARY AND AT-WILL CLASSIFIED EMPLOYEES

Temporary and otherwise at-will classified employees are not subject to the requirements of this policy. However, supervisors are encouraged and authorized to conduct evaluations of temporary and at-will classified employees.

Exhibits
None

References
Utah Code Ann., 53A-1-402
Public Education Human Resource Management Act, Utah Code Ann., 53A-8a-101 et seq.
Utah Admin. Code R277-530
Utah Admin. Code R277-531
Utah Admin. Code R277-532
Utah Admin. Code R277-533

Forms
None
