

# **Lake Washington School District #414**

## **Prof-Tech Handbook**

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2014-2018

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Effective September 1, 2014

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# PROFESSIONAL-TECHNICAL EMPLOYEES' HANDBOOK

## Section 1 Introduction

This handbook provides information about the conditions of employment for positions paid pursuant to the Lake Washington School District Professional-Technical (prof-tech) Salary Schedule. It includes information on compensation, holidays, leaves, vacation, vacancies, transfers, insurance benefits, payroll deductions, and performance evaluation. It is intended to be a reference document and summarizes information from the Revised Codes of Washington (RCW), Washington Administrative Codes (WAC), and district policies as well as past practices in the Lake Washington School District. This handbook shall be reviewed and updated on a regular basis. The next review of this handbook will occur during the 2017-18 school year.

## Section 2 Definitions

**Exempt Employees--** Those employees who are exempt from the requirement to pay time and one-half for hours of work exceeding 40 hours in the work week.

**Non-exempt Employees--** Those employees who must be paid time and one-half for hours of work exceeding 40 in the work week.

**Immediate Family--** The immediate family of the employee will be a spouse, parent, brother, sister, child, grandparent, or grandchild by blood, marriage, or legal adoption.

**Household--** Anyone permanently residing in the employee's residence and considered a part of the family.

**Full Time Employee--** An employee that works 8 hours per day, 12 months per year, and 260 days per year.

**Part Time Employee--** An employee that works less than 8 hours per day or less than 260 days per year.

**Supervisor** – Each prof-tech employee will be assigned an immediate supervisor charged with the responsibility of evaluating, directing work, and performing the usual and customary requirements of supervision. Immediate supervisors of prof-tech employees shall be either Department Administrators, Principals, or Central Leadership Team members. It is expected that these handbook guidelines will be administered through the supervisor/supervisory process within proscribed district practices and procedures.

## Section 3 Vacancies and Transfers

Vacancies will be listed on the district employment webpage. An employee who wishes to apply for a vacancy shall submit a Request for Intra-district Transfer form to The Human Resources Recruitment and Hiring Coordinator. The form is available on the district employment policies webpage. All positions will be filled by the most qualified candidates. Qualifications include ability, knowledge of the work, experience and seniority.

Prof-tech employees who work in positions that have multiple employees in positions with the same job title, but in different locations, may request to be reassigned to a different location in the same job title. Such request may be made in writing to Human Resources. Decisions regarding employee assignment are within the sole discretion of the district

#### Section 4 Salaries

Salaries are established by the Board of Directors for each prof-tech position in accordance with RCW 28A.400.200. Salary increases shall be applied to prof-Tech employees consistent with across the board salary increases provided to District Leadership Team Members.

Salary placement level shall be determined based on the use of the following criteria: Budget Responsibility, Customer Service Skills, Decision Making Ability, Impact on the Organization, Project Management, Strategic Management, Supervisory Responsibility, Technical Skills, and Technology Skills. Each criterion shall be scored on a scale of one to five. The score for each criterion is multiplied by the weighted value associated with that criterion and a total score is derived which is used to determine placement on the salary schedule. Such placement may be adjusted as deemed necessary for recruiting and retention of a specific position.

If an employee, with supervisor concurrence, believes her/his duties have changed since the position was last evaluated for salary level placement, the employee can work together with the supervisor to develop a list of current duties which indicates changes that have occurred in duties. If duties have significantly changed, the employee, with the supervisor's approval, may request to initiate the process for reevaluation of the position's salary level through Human Resources.

In the event the State Legislature approves cost of living salary increases for all educational employees, such authorized increases shall be applied to the salary schedule as permitted. Such salary "flow through" increases would be in addition to the agreed upon salary schedule and applied as authorized by law.

#### Section 5 Additional Work Hours and/or Overtime

The work week will begin on Sunday and end on Saturday. Normal work days shall be Monday through Friday. The work shift (starting and ending times) will be determined by the supervisor.

For non-exempt employees the following rules apply: Overtime work, as well as any time worked beyond an employee's authorized work day, must be expressly authorized by the employee's supervisor prior to the time being worked. Authorized overtime will be paid time and one-half for hours of work in excess of forty (40) in the work week.

The employee may request compensating time off, subject to supervisor approval, so her/his total hours will not exceed forty (40) hours, RCW 49.46.130. Hours worked over forty (40) in a week taken as compensating time will be compensated as time and one-half and will be scheduled within the pay period or within 2 weeks, whichever is longer, and as agreed between the employee and the supervisor.

Section 6  
District Computer Buy-back Option

As the district deploys its new computers, prof-tech employees employed during the preceding school year will have the option of earning the surplus staff computers and installed software as part of their compensation package. Employees choosing to earn their current computer will be required to transfer any of their current computer files on non-district time. Since the computer is part of their compensation package, the employees will be required to pay applicable taxes on the depreciated value of the computer. Employees not choosing this option will be permitted to use district time to transfer their computer files.

Section 7  
Staff Development

Prof-tech employees may participate in one day of professional development training relevant and beneficial to their position duties each year beyond their normal work schedule. In addition, a pool of professional development training days based on half of the total prof-tech employee count as of October 1 will be available for employees to access for a maximum of two additional days per person. These additional days will be on a first-come, first-serve basis.

In addition, each prof-tech employee will be provided up to \$350 (pro-rated by FTE) each year for professional development to enhance their skills and in support of the district's organizational goals. The funds may be used for professional learning materials, conference/seminar/webinar registrations and/or materials related to in person and/or online training relevant and beneficial to the prof-tech's position duties. Such training shall be planned cooperatively between the employee and supervisor and is subject to final approval by the supervisor. The employee may appeal denial of a request to the deputy superintendent. Employee attendance at training programs shall be optional. Employees shall be compensated for time worked beyond the regular work day in compliance with state and federal regulations regarding such activities and request for payment must not be submitted in less than two-hour time blocks.

As professional learning and development of employees is vital to the success of the organization, each supervisor of prof-tech employees shall work with those they supervise to determine additional budget sources for professional learning and development as needed. Supervisors of prof-tech employees shall develop a process for identifying relevant training and ensuring equitable access to professional learning activities within her or his program or department.

Section 8  
Professional Fund

Every year each employee will have \$350 (pro-rated by FTE) available for the following purpose(s):

- Compensation for working additional time at employee's hourly rate;
- Reimbursement for tuition, workshop/conference fees; or work materials;
- Home internet service.

Employees must make an election on the use of this fund by October 15. If no election is made, the fund will be applied towards compensation. When using this fund for compensation, the employee must document the time worked. Use of this fund for reimbursement is applicable only when related to the employee's current or potential assignment. Materials purchased will

remain the property of the district but may be taken with the employee to her/his new work location should s/he transfer within the district.

## Section 9 Leaves

Reference: District Policy GCBD and GCBD-R

All leaves of absence must be authorized. The following types of leave will be requested by the employee through Employee Access: discretionary leave, sick leave, and vacation leave. All other types of leave must be requested on the Request for Leave form 6059 and submitted to Human Resources.

### Sick Leaves for Illness, Injury and Emergency (I, I, & E)

Sick leave is submitted through Employee Access.

Full-time, 12-month prof-tech employees shall earn 12 days of sick leave per year. Sick leave shall be prorated for employees working less than full time, or who leave employment prior to the last day of the district fiscal year. Each employee's portion of unused sick leave will accumulate from year to year up to the limit allowed by law.

Sick leave may be used for absences caused by illness, injury or emergency of the employee or to care for a child of the employee with a health condition that requires treatment or supervision, spouse, parent, biologic or adoptive parent, parent-in-law or grandparent of the employee who has a health condition or an emergency condition.

The district reserves the right to request a doctor's certificate of illness for any number of days. In order for an employee to be granted sick leave in excess of five consecutive days, verification in writing by a physician must be on file with Human Resources. For each additional day of absence beyond sick leave allowed, there shall be a deduction of the full daily rate of pay.

Any employee who terminates employment loses the benefit of any accumulated days of sick leave. However, such benefits may be transferred to another school district if requested in accordance with RCW 28A.400.300. Should the employee terminate prior to the end of the work year, a deduction will be made for sick leave used in excess of accrual.

### Emergency Leave

Each employee shall be allowed three (3) days per year emergency leave without deduction from salary. Emergency leave must be requested on the Request for Leave form 6059 and submitted to Human Resources. Days used for this purpose will be deducted from the employee's annual sick leave. The district may require documentation of the emergency.

Conditions for granting emergency leave are as follows:

1. The situation generally precludes preplanning by the employee; is serious, essentially unavoidable, and of importance. Convenience is not considered reason for emergency leave.
2. Emergency leave shall be non-accumulative.

3. Examples of situations that qualify for emergency leave are:
  - a. Serious illness in the immediate family.
  - b. Legal or business obligations that cannot be conducted at another time and require the employee's attendance.
  - c. Threat to an employee's property (flooding, storm, fire, etc.)
  - d. Extension of bereavement due to special circumstances such as travel conditions and/or distance.
  - e. Other emergency events which require time away from assigned duties and which are beyond the control of the employee or which cannot reasonably be anticipated or avoided and fall under the definition above.
  - f. Special circumstances such as travel conditions.
  - g. Birth of a child for a male employee.
  - h. To attend the funeral service of a non-covered family member or close family friend.

Emergency leave, without any deduction from salary, may be determined and granted by the superintendent or his designee for days in excess of days granted above.

#### Family Medical Leave Act

Reference: GCBF

The Family Medical Leave Act (FMLA) of 1993 requires that employers grant unpaid leave for certain family and medical purposes to qualified employees for up to twelve weeks per year. The rules, policies, and procedures for FMLA are contained in district policy GCBF. FMLA leave may be requested and authorized in accordance with that policy. FMLA must be requested on the Request for Leave form 6059 and submitted to Payroll.

#### Temporary Disability Leave Including Maternity

Employees who are unable to perform the functions of their position for medical reasons may request temporary disability leave. Temporary disability leave may be granted for illness, injury, surgery, or because of pregnancy or childbirth and may only be granted for the period of actual disability and up to one (1) year.

Temporary Disability Leave must be requested on the Request for Leave form 6059 and submitted to the Benefits Coordinator in Payroll. The request must state the nature of the expected disability, the beginning date, and the expected duration, as verified by a qualified physician. If possible, such notification will be made at least sixty (60) calendar days prior to the starting date of the leave. The actual starting date of the leave will be determined through cooperation of the supervisor, employee and the employee's physician. The district may require a doctor's certification that the employee is able to continue to work during that period between the request for the leave and its commencement without jeopardizing the employee's health or the safety of others.

Expiration of the temporary disability leave will be when the employee's attending physician confirms in writing the ability of the employee to resume the duties of the assigned position. Such confirmation must be provided to Payroll at least ten (10) days, or as soon as possible, prior to the resumption of duties.

Upon expiration of temporary disability leave, the employee will be assigned to the same position occupied before the leave if the leave does not go beyond sixty (60) calendar days. Any employee who returns from a temporary disability leave which exceeds sixty (60) calendar days will be assigned to the same or equivalent position, when one becomes available for which the employee is qualified and that is equivalent in duties and salary to that held at the time the request for leave of absence was approved; provided that if an employee refuses an offer of such employment, the employer is released from all obligation under this section. An employee may choose to be reinstated in a vacant position for which the employee is qualified, but which is of less status and pay; provided that should an employee voluntarily accept a position of less status and pay in order to expedite a return to active pay status, the employee shall forfeit all other rights in this paragraph.

An employee on approved temporary disability leave will retain accrued I, I, & E leave. Employees granted temporary disability leave may apply any accrued I, I, & E leave to the period of temporary disability leave, except that five (5) days of accrued I, I, & E leave may be reserved for subsequent and different disabilities upon formal request for such reservation. Leaves in excess of I, I, & E leave benefits, excluding the five (5) accrued I, I, & E leave reserve days, if so reserved, will be without pay.

Temporary Disability Leave extending beyond available and approved paid leave will be without compensation and employer paid benefits.

If the employee fails to return at the expiration of the leave without a written, valid medical reason, this lack of action will terminate the employee's employment with the district.

### Child Care Leave

Any employee may request long-term child care leave without compensation for the purpose of care for an infant or a medically ill dependent child. Leave for such purpose will be for not more than one (1) calendar year and limited to one spouse for each occasion and/or child, and will be exclusive of any temporary disability leave granted for child birth.

Child care leave must be requested on the Request for Leave form 6059 and submitted to the Benefits Coordinator in Payroll. Such request, when possible, will be made at least thirty (30) calendar days in advance of the proposed starting date of the leave and clearly state the intended purpose and duration of the leave.

Long-term child care leave for employees will be without compensation and employer paid benefits.

Employees who have been granted disability leave for child birth reasons under temporary disability may apply for and may be granted further leave under child care leave.

If the child care leave granted is less than sixty (60) calendar days, the employee will be assigned to the same position occupied before the leave. If the child care leave granted is for more than sixty (60) calendar days, the employee will be returned to the same position or an equivalent position when one becomes available for which the employee is qualified and that is equivalent in duties and salary to that held at the time the request for leave of absence was approved; provided that if an employee refuses an offer of such employment, the employer is released from all obligation under this section. An employee may choose to be reinstated in a vacant position for which the employee is qualified, but which is of less status and pay; provided

that should an employee voluntarily accept a position of less status and pay in order to expedite a return to active pay status, the employee shall forfeit all other rights in this paragraph.

If the employee fails to return at the expiration of the leave without a written medical reason, this lack of action will terminate the employee's employment with the district.

### Leave of Absence

Leaves of absence, without pay and benefits, for up to twelve (12) months, may be requested by the prof-tech employee. Leave of Absence must be requested on the Request for Leave form 6059 and submitted to Human Resources. Application for such leave must be made sixty (60) days prior to the commencement of the leave and a written definite plan for the use of such leave must be presented at the time leave is requested, except in cases of an emergency nature. The plan must detail the expected value of the leave. The employee will notify Human Resources in writing thirty (30) days prior to the end of the leave regarding her/his intent to return to the district. Failure to provide such notice shall be resignation of employment by the employee.

An employee returning from an extended leave of absence of less than sixty (60) work days will be reinstated in the same position held prior to the leave if the position exists. An employee who returns from an extended leave in excess of sixty (60) work days will be returned to the same position or an equivalent position when one becomes available for which the employee is qualified and that is equivalent in duties and salary to that held at the time the request for leave of absence was approved; provided that if an employee refuses an offer of such employment, the employer is released from all obligations under this section. An employee may choose to be reinstated in a vacant position for which the employee is qualified, but which is of less status and pay; provided that should an employee voluntarily accept a position of less status and pay in order to expedite a return to active pay status, the employee shall forfeit all other rights in this paragraph.

If the employee fails to return at the expiration of the leave, this will terminate the employee's employment with the district.

### Bereavement Leave

In the event of a death in the immediate family/household of the staff member, an absence of up to five days may be permitted without any deduction from salary. Bereavement leave must be requested on the Request for Leave form 6059 and submitted to Human Resources. Bereavement leave is non-accumulative and does not carry over from one employment year to the next.

### Discretionary Leave

Each employee may be allowed up to three (3) days discretionary leave with pay per year. If possible, discretionary leave should be scheduled with the supervisor at least five days in advance. Discretionary leave is submitted through Employee Access. Employees who do not accrue vacation may carry over up to a maximum of five (5) days.

### Military Leave With Pay

Military leave with pay must be requested on the Request for Leave form 6059 and submitted to Human Resources. Employees who are members of the National Guard or of the Army, Navy, Air Force, Coast Guard, or Marine Corps Reserve of the United States are entitled to military leave not to exceed fifteen (15) days each calendar year when ordered to active duty for training. Such leave is in addition to other leaves listed above and shall be with pay.

### Military Leave Without Pay

Military leave without pay must be requested on the Request for Leave form 6059 and submitted to Human Resources. Military leave without pay shall be granted in accordance with law to employees who are required to serve in the armed forces of the United States and fulfill obligations incurred under selective service laws, or because of membership in reserve units of the armed forces or the National Guard. This section does not apply to military leave with pay which is applicable to the annual fifteen (15) day active duty for training requirements for military reservists and National Guard members.

### Subpoena and Jury Duty Leave

Subpoena and Jury Duty Leave must be requested on the Request for Leave form 6059 and submitted to Human Resources. Any employee who is subpoenaed to appear in court as a witness, or is called for jury duty shall have deducted from his pay only that amount which he earns while serving in that capacity. If the employee is plaintiff or defendant in a case, there will be no compensation, except out of defensive judicial proceedings arising his/her employment in the interest of the district.

### Leave Without Pay

If an employee is absent for any reason other than the approved leaves listed above, a deduction of the full amount of her/his salary shall be made for each day's absence, beginning with the first day.

## Section 10 Holidays

All full-time, twelve-month employees shall receive the following paid holidays providing they were in a pay status or have an excused absence or written approval from the immediate supervisor the work day before and the work day following the holiday.

Labor Day	New Year's Eve Day
Veterans' Day	New Year's Day
Thanksgiving Day	Martin Luther King's Birthday
Day After Thanksgiving Day	Presidents' Day
Day Before Christmas	Memorial Day
Christmas Day	Independence Day

Part-time employees shall receive prorated holidays. Employees working less than twelve months must work at least half of the working days in the month to qualify for payment for a holiday.

When a holiday falls on a Saturday or Sunday, the employee will receive the previous Friday or following Monday off with pay in lieu of the holiday.

## Section 11 Vacations

### General

Vacation leave is submitted through Employee Access.

- A. A reasonable period of time away from the demands of the job is conducive to the general well being of the employee. This is to the advantage of the district as well as the employee. Each employee will have every opportunity to take full vacation periods.
- B. Full-time twelve-month prof-tech employees shall receive twenty-two (22) days paid annual vacation. Prof-tech employees who have completed twenty (20) years of district service as of September 1 will receive an additional day of vacation, and prof-tech employees who have completed twenty five (25) years of district service as of September 1 will receive an additional day of vacation, for a total of two additional vacation days.
- C. Vacation shall be prorated for employees working less than full time each eligibility year or who leave the employment of the district prior to the last day of the fiscal year.

### Scheduling Vacation Periods

- A. Vacation periods must be scheduled in advance and must have prior approval of the employee's immediate supervisor.
- B. Insofar as it is consistent with this policy, vacation requests shall be honored as submitted. However, the need for an employee's services at any particular time and the impact of his/her absence on the district's programs shall be the overriding concern when considering approval of vacation requests.
- C. There shall be no deduction from an employee's vacation account should the following events or activities occur during an authorized vacation period.
  - 1. Legal holidays.
  - 2. A weekend day.
  - 3. Authorized absences for approved professional commitments.
  - 4. Time periods which would otherwise be compensated under district policies pertaining to sick leave, bereavement leave, subpoena or jury leave, emergency leave and military leave.
  - 5. Approved pursuit of district interests.
- D. Pay in lieu of vacation taken as time off is contrary to the intent of this policy and such payment may only be granted in the following circumstances:
  - 1. Resignation
  - 2. Retirement

3. When an employee is prevented from taking earned vacation during an eligibility year by reason of a sustained work-load as determined by the superintendent

#### Accumulation - limitations and conditions

Annual vacation days shall not accumulate and be carried forward from one year to the next except as follows:

- A. At no time may accumulated vacation exceed thirty-three (33) days inclusive of the present year. Any days beyond this will be forfeited unless approved under guidelines listed in paragraph B.
- B. If the superintendent determines that the services of a given employee are required in excess of the above limitations, such employee will be reimbursed at her/his daily rate. Payment for these services will be based upon the appropriate existing salary schedule and paid in full no later than the first subsequent pay period of the next fiscal year.
- C. An employee who resigns or retires from the school district shall be entitled to pay for any unused vacation accumulated pursuant to the terms of District Policy GCPB/GCPC.

#### Section 12 Evaluations

Evaluation is a necessary process by which the performance of all employees in the Lake Washington School District is measured against the criteria contained in the prof-tech evaluation form. It is intended to help staff members grow and develop as well as to ensure a high level of performance.

Each employee in the professional-technical group will be evaluated annually. The evaluation form, Attachment A, will be used. The evaluation will be completed by the supervisor and reviewed, along with the job description, with the employee. It will be submitted to Human Resources by August 31. District Policy AFC-2

#### Section 13 Benefits

The district will provide the following benefits to employees working 1440 hours or more per year up to a maximum benefit allowance as contained on the prof-tech salary schedule.

- Term life insurance equal to one times the employee's base annual salary (rounded to the nearest 1,000 (minimum of \$10,000 - maximum \$50,000)
- Full family dental insurance
- Long-term disability insurance
- Full family vision insurance
- Balance of benefit allowance to be used toward the cost of medical insurance premiums

Employees will be required to pay a minimum of ten dollars (\$10.00) per month for the cost of their medical insurance premiums.

Optional benefits available to the employee are:

- 403(b) Tax-sheltered annuities/mutual funds
- State Deferred Compensation Plan (DCP)

- Optional life insurance
- Cancer insurance and intensive care
- Supplemental disability or life insurance
- Long-term care coverage
- Group rate personal auto/homeowner's insurance
- Flex Spending Section 125

The following conditions apply to this benefit plan:

1. Employees working at least four hours per day but less than 1440 hours shall receive prorated benefits based on the average monthly benefit contribution for full-time prof-tech employees.
2. Employees working less than four hours per day are not eligible for benefits.
3. The district reserves the right to reduce its contribution if full payment causes the district to be out of compliance. RCW 28A.400.200

#### SECTION 14 Probation

A probation period of (60) sixty work days will be successfully completed before professional-technical employees are recommended to the Board of Directors for regular employment based on the supervisor's written evaluation.

#### SECTION 15 Grievance Procedures

A procedure for staff complaints and grievances has been established by the Board of Directors through district policy GBM to provide for a fair, expeditious and orderly adjustment of grievances.

#### SECTION 16 Reduction in Professional Staff Force

If the administration sees a need for a reduction in professional-technical staff, it will be done in compliance with district policy GCPA.

# ATTACHMENT A

## Lake Washington School District

### Prof-Tech Performance Evaluation

Employee: \_\_\_\_\_ Job Title: \_\_\_\_\_

Evaluation Period: From \_\_\_\_\_ to \_\_\_\_\_ School/Department: \_\_\_\_\_

**Directions:**

1. Place a checkmark in the appropriate square.
2. Comments are required to justify “Unsatisfactory” and “Distinguished” performance levels.
3. To summarize your evaluation of the employee’s performance level, use the Supervisor’s Summary Comments at the conclusion of document.
4. Offer Employee the opportunity to comment in space provided at conclusion of document.
5. Signatures of both Supervisor and Employee are required.
6. *Optional* – Employee may elect to complete the Career Goals and Objectives plan.

**Legend for Performance Levels:**

Unsatisfactory	Does not meet job requirements—growth plan required
Improvement Needed	Lacks proficiency—growth plan needed
Proficient	Skilled and knowledgeable
Distinguished	Exemplary—consistently exceeds job requirements

**Note:** “Unsatisfactory” and “Distinguished” performance levels require comments.

**Confidential:**

The information supplied in this evaluation will be held in strict confidence and will be available only to direct-line administrators and/or the Superintendent’s Office.

## SKILLS

**Communication**

Listens effectively, speaks understandably, and writes clearly.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Does not listen.	<input type="checkbox"/> Sometimes listens.	<input type="checkbox"/> Listens effectively.	<input type="checkbox"/> Listens effectively, demonstrates understanding, clarifies meaning for others, and provides feedback.
<input type="checkbox"/> Does not speak understandably.	<input type="checkbox"/> Sometimes speaks understandably.	<input type="checkbox"/> Speaks with clarity.	<input type="checkbox"/> Speaks with clarity and is able to communicate with a diverse audience.
<input type="checkbox"/> Does not write clearly.	<input type="checkbox"/> Sometimes writes clearly.	<input type="checkbox"/> Writes clearly.	<input type="checkbox"/> Writes clearly and concisely at the level of understanding of the diverse audience.

**Comments:**

## SKILLS

### Critical Thinking

Demonstrates problem solving, appropriate judgment and decision making skills, and is open to new ideas, anticipates needs, and provides creative, resourceful solutions.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Does not demonstrate problem solving abilities.	<input type="checkbox"/> Sometimes demonstrates problem solving abilities.	<input type="checkbox"/> Recognizes and defines the problem, finds a process, and selects appropriate action(s).	<input type="checkbox"/> Demonstrates a broad understanding of the problem solving processes. Achieves a high degree of success in reaching solutions and implementation.
<input type="checkbox"/> Does not make decision(s) without additional assistance.	<input type="checkbox"/> Sometimes takes initiative in making decision(s).	<input type="checkbox"/> Takes initiative to make decisions, completes tasks, displays original thinking.	<input type="checkbox"/> Demonstrates a high degree of decision making techniques.
<input type="checkbox"/> Does not think creatively, and does not generate new ideas.	<input type="checkbox"/> Sometimes thinks creatively and is open to new ideas.	<input type="checkbox"/> Displays original thinking and generates new ideas and alternatives.	<input type="checkbox"/> Generates creative ideas that are of significant value. Helps to implement new ideas.

Comments:

### Customer Service

Understands and satisfies customer needs. **Note:** Customers may include, but are not limited to, students, fellow employees and others persons inside and outside of the school district.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Does not understand customer needs.	<input type="checkbox"/> Sometimes understands customer needs.	<input type="checkbox"/> Demonstrates a broad understanding of customer needs.	<input type="checkbox"/> Consistently identifies and defines customer needs.
<input type="checkbox"/> Does not provide customer service.	<input type="checkbox"/> Sometimes provides customer service.	<input type="checkbox"/> Provides quality customer service. Follows through.	<input type="checkbox"/> Consistently achieves a high degree of customer satisfaction.

Comments:

### Interpersonal Relations

Treats all people with respect, dignity and fairness. Is considerate of others, works effectively in teams, supports teams decisions and aids in implementation, seeks assistance from others and shares expertise.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Does not treat people with respect, dignity and fairness.	<input type="checkbox"/> Sometimes treats people with respect, dignity and fairness.	<input type="checkbox"/> Treats all people with respect, dignity and fairness.	<input type="checkbox"/> Consistently treats people with respect, dignity and fairness.
<input type="checkbox"/> Does not actively cooperate with team members, or support team decisions.	<input type="checkbox"/> Sometimes cooperates and shows support for team decisions.	<input type="checkbox"/> Cooperates actively with team members and supports team decisions. Encourages others to participate.	<input type="checkbox"/> Consistently encourages others to participate in team decisions. Shows leadership in team decisions. Effective at improving inter-personal relations.
<input type="checkbox"/> Does not seek assistance from others or share ideas.	<input type="checkbox"/> Sometimes seeks assistance from others. Reluctant to consider ideas and input from others.	<input type="checkbox"/> Considers ideas and input of others. Shares expertise and is willing to ask for assistance.	<input type="checkbox"/> Consistently supports team ideas and decisions. Shares expertise and is willing to ask for assistance.

Comments:

# KNOWLEDGE

## Policies and Procedures

Understands appropriate policies and procedures related to assigned job.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Does not understand policies and procedures related to assigned job.	<input type="checkbox"/> Sometimes understands policies and procedures related to assigned job.	<input type="checkbox"/> Understands policies and procedures related to assigned job.	<input type="checkbox"/> Understands and incorporates appropriate policies and procedures related to assigned job.
<input type="checkbox"/> Does not follow policies and procedures related to assigned job.	<input type="checkbox"/> Sometimes follows policies and procedures related to assigned job.	<input type="checkbox"/> Follows policies and procedures related to assigned job.	<input type="checkbox"/> Consistently follows and assists in updating policies and procedures related to assigned job.
<input type="checkbox"/> Does not follow District policies and procedures.	<input type="checkbox"/> Sometimes follows District policies and procedures.	<input type="checkbox"/> Follows District policies and procedures.	<input type="checkbox"/> Consistently follows District policies and procedures.

Comments:

## Technical

Demonstrates technical/practical knowledge and applies skills and expertise needed to perform the assigned job.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Does not demonstrate technical expertise and practical knowledge and skills needed for the job.	<input type="checkbox"/> Sometimes demonstrates technical expertise and practical knowledge and skills needed for the job.	<input type="checkbox"/> Demonstrates technical expertise and practical knowledge and skills needed for the job.	<input type="checkbox"/> Consistently demonstrates technical expertise and practical knowledge needed for the job.

Comments:

## Duties and Responsibilities

Performs thoroughly, accurately, and meets job expectations.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Does not perform duties and responsibilities that meet job expectations.	<input type="checkbox"/> Sometimes performs duties and responsibilities that meet job expectations.	<input type="checkbox"/> Performs duties and responsibilities that meet job expectations.	<input type="checkbox"/> Consistently performs duties and responsibilities that meet and exceed job expectations.
<input type="checkbox"/> Does not produce thorough and accurate work.	<input type="checkbox"/> Sometimes produces thorough and accurate work.	<input type="checkbox"/> Produces thorough and accurate work.	<input type="checkbox"/> Consistently produces a high quality work product.
<input type="checkbox"/> Does not meet timelines and/or complete tasks on schedule.	<input type="checkbox"/> Sometimes meets timelines and completes tasks on schedule.	<input type="checkbox"/> Meets timelines and completes tasks on schedule.	<input type="checkbox"/> Consistently meets and exceeds timelines and completes tasks on schedule.

Comments:

## ATTRIBUTES

### Attitude

Exhibits a positive “can do” approach to tasks.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Does not demonstrate a positive attitude.	<input type="checkbox"/> Sometimes demonstrates a positive attitude.	<input type="checkbox"/> Demonstrates a positive attitude on a daily basis.	<input type="checkbox"/> Consistently supports others through positive verbal and non-verbal communication.
<input type="checkbox"/> Resists new ideas.	<input type="checkbox"/> Sometimes reluctant to consider new ideas.	<input type="checkbox"/> Supports new ideas.	<input type="checkbox"/> Initiates and supports new ideas.
<input type="checkbox"/> Does not handle stressful situations objectively.	<input type="checkbox"/> Sometimes has difficulty handling stressful situations objectively.	<input type="checkbox"/> Maintains objectivity with immediate, stressful/difficult situations.	<input type="checkbox"/> Consistently maintains objectivity with immediate, stressful difficult situations.

Comments:

### Flexibility

Accommodates and adapts to change.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Resists change in work environment	<input type="checkbox"/> Seldom offers to assist in implementation of change	<input type="checkbox"/> Adapts to change in work environment. Offers to assist in implementation of change.	<input type="checkbox"/> Consistently supportive of change and helps bring about. Takes initiative to implement change and share new ideas
<input type="checkbox"/> Resists sharing workload	<input type="checkbox"/> Sometimes volunteers to share workload	<input type="checkbox"/> Demonstrates willingness to share workload	<input type="checkbox"/> Consistently shares workload and develops a sense of team.

Comments:

### Initiative

Seeks and follows through on assignments.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Requires constant direction to complete assigned work.	<input type="checkbox"/> Sometimes requires direction to complete assigned work.	<input type="checkbox"/> Demonstrates initiative to complete work and achieves goals.	<input type="checkbox"/> Seeks new responsibilities that are challenging and difficult.

Comments:

### Professional Growth and Development

Seeks and demonstrates continuous self-improvement.

Unsatisfactory	Improvement Needed	Proficient	Distinguished
<input type="checkbox"/> Unwilling to acquire new job skills	<input type="checkbox"/> Requires direction to acquire new, or upgrade current job skills	<input type="checkbox"/> Seeks to acquire new skills and upgrade current skills	<input type="checkbox"/> Consistently seeks to acquire new skills and new responsibilities
<input type="checkbox"/> Has difficulty identifying and setting goals	<input type="checkbox"/> Sometimes sets goals	<input type="checkbox"/> Sets and works to attain appropriate goals	<input type="checkbox"/> Consistently attains goals and seeks new ones
<input type="checkbox"/> Does not learn from mistakes	<input type="checkbox"/> Sometimes learns from mistakes	<input type="checkbox"/> Learns from mistakes	<input type="checkbox"/> Learns from mistakes and continues to demonstrate self improvement

Comments:

**Supervisor's Summary Comments:**

**Employee's Comments:**

**Signatures:** *Signature does not necessarily imply the employee agrees with the preceding report, but only that he or she has seen and discussed it with the evaluator/supervisor.*

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_