

MANAWA SCHOOL DISTRICT SUPPORT STAFF PERFORMANCE EVALUATION AND WAGE SYSTEM

***Approved by the Board of Education
April 28, 2014***

INTRODUCTION

The School District of Manawa Support Staff Performance Evaluation and Wage System is intended to provide a reliable and fair process to promote support staff professional growth. Support staff annual wage increase is based on individual evaluation.

PURPOSE

The purpose of the Support Staff Performance Evaluation System:

- Promote collaboration between staff members and supervisors, and
- Promotes self-growth and initiative; and
- Provide a sustainable wage system

PROCESS

Each year an annual evaluation shall take place on or before April 30th with the employee's supervisor. A cumulative evaluation will be done every 3rd year.

Year 1: Review of Objectives;

Year 2: Review of Objectives;

Year 3: Cumulative: Performance Objectives, Performance Considerations and Performance Standards

In accordance with section 230.37, Wis. Stats., every employee shall receive an annual evaluation. In accordance with the State of Wisconsin Compensation Plan, Section A 2.01(b) 2, supervisors will be ineligible to receive wage adjustments if they have not completed formal performance evaluations within the twelve month period immediately preceding the effective date of the wage distribution.

ANNUAL AND CUMULATIVE EVALUATION EMPLOYEE PROCEDURE

1. If a new, major responsibility is assigned during the year, an appropriate objective or standard must be developed at that time.
2. During the annual review, only the established objectives will be reviewed unless corrective measures are needed.
3. Support Staff members receiving an evaluation standard of Unacceptable or Developing/ Needs Improvement or is currently on or placed on a Personal Improvement Plan shall have their eligibility for wage increase frozen until all standards are met with Exceeds or Distinguished designations.
4. Update of the Job Description shall be done every 3 years or as needed.
5. Appeal Process: 1. Contact District Administrator for meeting of evaluation results 2. If the District Administrator is your supervisor, contact building administrator.
6. If a resolution cannot be attained, the appeal may be heard at the Board Committee level.

Employee Shall:

- Initial start-up of program shall begin with supervisors reviews no later than April 30' 2014. Developing objectives, evaluation cycle and placement will be made at this time.
- Prepares for the meeting reviewing all data including Job Description, Evaluation tool, Wage Model design. It is the employee's right and responsibility to be actively involved in the review process.
- Writes any appropriate comments, other viewpoints, and additional information on the *Performance Review Appraisal Form*.
- Discuss employee's training and development needs.
- Signs the Performance Evaluation form to acknowledge participation in a face-to-face meeting.

EMPLOYEE'S JOB DESCRIPTION

(Your job description will be inserted here or stapled to the back of this document)

SUPPORT STAFF PERFORMANCE EVALUATION
OBJECTIVES FORM
PERFORMANCE OBJECTIVES (Year 1 ___ Year 2 ___)

Specific Objective:

Measurable:

Attainable:

Relevant:

Timely:

Achieved Standard or Corrective Measures: (April Meeting)

Specific Objective:

Measurable:

Attainable:

Relevant:

Timely:

Achieved Standard or Corrective Measures: (April Meeting)

EVALUATION STANDARDS

DISTINGUISHED: The employee Exceeds all requirements and in addition, the employee regularly selects/develops and uses valid decision making and summary strategies that monitors their own performance progress.

EXCEEDS: The employee gathers, analyzes and uses relevant data and information during the performance of the job to complete assigned tasks and responsibilities.

DEVELOPING/NEEDS IMPROVEMENT: The employee consistently uses invalid decision making processes and summary strategies during the intended outcomes of the assigned tasks and responsibilities.

UNACCEPTABLE: The employee uses a variety of invalid decision making processes and summary strategies during the intended outcomes of the assigned tasks and responsibilities.

Employee Signature

Date

Administrator Signature

Date

Appeals: If you do not agree with the results of an evaluation, you may appeal to the District Administrator. In the case of the District Administrator is the evaluator, you may appeal to another administrator in the district.

SUPPORT STAFF PERFORMANCE CUMMULATIVE EVALUATION FORM
(Year 3 Cumulative Evaluation)
OBJECTIVES (YEAR 3 ___)

Specific Objective:

Measurable:

Attainable:

Relevant:

Timely:

Achieved Standard or Corrective Measures: (April Meeting)

Specific Objective:

Measurable:

Attainable:

Relevant:

Timely:

Achieved Standard or Corrective Measures: (April Meeting)

Performance Rating Considerations

(Place a check mark in the standards area that reflects the employee's performance rating)

	Distinguished	Exceeds	Developing/ Needs Improvement	Unacceptable
Ability to meet deadlines				
Ability to follow directions				
Ability to resolve difficult situations				
Completes Assignments with regularity				
Ability to communicate information				
Maintains positive relationships with all district employees				
Maintains a positive working relationship with members of the public				
Is a champion for the school district				
Ability to maintain school equipment and property				
Ability to adhere to work practices				
Ability to maintain a safe work environment				

Cumulative Evaluation Administrator Comments:

Cumulative Evaluation Employee Comments:

Recommendation to retain employee? Yes____No____

Administrator signature

Date

Employee Signature*
Signature does not necessarily indicate agreement with content

Date

Professional Improvement Plan

Employee: _____ Duration: _____

As a result of a discussion between the employee and administrator regarding the employee's annual and/or cumulative performance reviews, this plan is being developed for promoting the employee's professional growth. This plan may include but not limited to participation in training programs, educational programs and/or the opportunity to develop new skills through new work assignments. Employee's receiving a standards rating of Unacceptable or Developing/Needs Improvement and/or is on or will be placed on a Professional Improvement Plan are not eligible for any wage increase whether applied to the base, supplemental or bonus during the year the PIP is in place.

Development Plan

Skills and Knowledge to be developed:

Training/Educational Programs:

New Work Assignments:

Corrective Action Steps

The employee did not meet one or more of the Priority Performance Objectives, or is Developing/Needs Improvement or is Unacceptable in key Performance factors. Therefore, the following corrective action steps will be taken by the employee and administrator to improve performance.

Employee's Comments (if any):

Administrators Comments (if any):

Reviewing Administrators Comments (if any):

Administrators Signature _____ Date _____

Employee Signature _____ Date _____

Reviewing Authority Signature _____ Date _____

WAGE MODEL DESIGN

INTRODUCTION

The Manawa Support Staff Performance Evaluation and Wage System incorporate a Performance Compensation Program that establishes equitable and sustainable pay practices. The program assists the board and school administrators in practices of advancement increases; a bonus awards program and recommendations for substandard performance evaluations.

PROCESS

Annually, the District shall consider and adopt a percentage of the **Consumer Price Index (CPI)** as established by the Wisconsin Employment Relations Center. Revenue limits affecting the wage model shall be considered at all times. A 3 year support staff performance evaluation cycle shall be established. The corresponding CPI shall be in effect at the time of the performance evaluation.

The following example will explain the process used to determine the wage model: GIVEN CPI = 2.0%. The recommended CPI is divided into 4 equal %'s. $CPI = 2.0\% / 4 = .5\%$ and is applied to the CPI (to the base / starting wage) and if the average base / starting wage exceeds the average base wage compared to Conference Schools, Manawa's base wage will not increase, however the current employee will receive the increase based on the following example:

Category 1-District Commitment = 25% of recommended CPI (Applied to base unless the average base / starting wage in the conference is lower than our base/starting wage. **Current employee still receives the increase as supplemental pay.**

Category 2-Individual Achievement (Earns a standard performance rating of EXCEEDS in all areas) = 75% of recommended CPI (Applied as supplemental income in total wages)

Example of calculating this process: Based on a CPI of 2% (does not include the State Report Card)

- | | |
|---|--|
| a. Wage of \$15 - \$10 base/starting wage (Max increase \$.20) | \$10.00 base |
| b. Increase from Category 1 if base wage <u>is over the average</u> : | +.05 supplemental (however base stays \$10.00) |
| c. Increase from Category 2 (remainder of the CPI): | +.15 (supplemental) |

Result: Employee's updated wage with increase from b and c above = \$15.20

Support Staff receiving a standards rating of Needs Improvement/Developing or Unacceptable during the annual or cumulative Support Staff Performance Evaluation or is currently on or will be placed on a Professional Improvement Plan (PIP) are not eligible for base wage, supplemental or bonus opportunities.

Support Staff base/starting wages exceeding the average in their job classifications as compared to state, county and conference wage information may be frozen at the base /starting wage until the average exceeds our current base / starting wage. Every three years the District will conduct a job/wage comparison that will incorporate state, county and similar Central Wisconsin Conference Schools.

AWARDS PROGRAM

During the Cumulative Evaluation Year, an employee demonstrating 3 years of continuous service shall earn an additional one time award of \$100.00

Process to determine approved wage increase

STATE/COUNTY/CWC WAGE COMPARISON 2013-2014

Will be forwarded to the Employees as soon as Conference Comparisons are compiled.

PLEASE ATTACH AN OLD / CURRENT POSITION DESCRIPTION AND A NEW / PROPOSED POSITION DESCRIPTION TO THIS DOCUMENT WHEN TURNING IT IN TO THE DISTRICT OFFICE.

OLD POSITION DESCRIPTION: Please identify in the space provided below any **significant reduction or deletion** in duties, tasks and responsibilities and the approximate percentage of time spent performing those duties in the old position description which are no longer performed by the employee or have been significantly reduced. Reference the deleted duties by listing them as they appear in the old position description.

NEW POSITION DESCRIPTION: Please identify those **significant changes, expanded or new** duties, tasks and responsibilities requiring additional skills, responsibilities, and effort and the approximate percentage of time spent performing those duties in the new position description which are not in or have been expanded in the old position description that now constitute a higher percentage of the employee's work time. Reference the expanded or additional duties by listing them as they appear in the new position description.

List any additional comments or information you would like to provide regarding your Wage Equalization request below:

Signatures:

Employee	Date
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Please have your Bldg Administrator / Supervisor review / sign this document.

Bldg Administrator / Supervisor	Date
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Forward to:

District Administrator	Approve or Deny	Date
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- If Denied, Employee may file an Appeal with the Policy & Personnel Committee

Policy & Personnel Committee	Approve or Deny	Date
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- If Denied, Employee may file an Appeal with the Board of Education

Board of Education	Approve or Deny	Date
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