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# Employee Evaluations Policy

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*This policy was approved by the American Academy Board of Directors on April 26, 2021*

## **Purpose**

The purpose of this document is to define the process for employee evaluation.

## **Employee Expectations**

The Administration shall develop a Job Responsibilities document for every position in the school. The Job Responsibilities document defines a minimum of three high-level areas of responsibility, each containing specific, related objectives including tasks and duties (with identified dates of completion and/or regular reporting). Each high-level area is assigned a percentage weighting correlating to emphasis of priority in responsibility for non-teaching positions. This weighting will be used at the end of each school year in evaluating non-teaching positions overall performance and compensation.

The Administration will review the Job Responsibilities documents annually. Employees shall review the document for their position with their supervisor annually, and recommend changes as needed.

## **Employee Evaluation Frequency**

Informal evaluations will occur throughout the school year. All teachers will receive their formal evaluation by the end of the third trimester in time for compensation to be reviewed. All other staff members will be evaluated formally at the end of the school year.

## **Employee Evaluation Process**

In preparation for a performance evaluation, the employee's supervisor will complete an Employee Evaluation Form for the employee's position adding specific comments to each area as appropriate. The Employee Evaluation Form shall directly correlate to the areas of responsibility defined in the Job Responsibilities document.

In preparation for the employee's evaluation, the employee's supervisor will collect feedback from the employee's lead and others as needed. The supervisor will also give the employee the opportunity to complete an Employee Evaluation Form as a self-evaluation; a self-evaluation is optional for the employee. The employee's supervisor will compile results into one document including specific supervisor comments.

The employee's supervisor will schedule a time during normal business hours with the employee for the evaluation. During this meeting, the employee's supervisor will go over the evaluation narrative. The supervisor will answer any questions the employee has. Both parties will sign the evaluation document to acknowledge the comparative results and verify that the evaluation took place. Evaluations will be included in the employee's personnel file and may be reviewed by the Board of Directors as needed or requested.

## **Salary Increases**

Salary increases for all staff are determined by the employee's supervisor and the Executive Director of Schools. The amount of money available for staff salary increases organization-wide is wholly dependent on increases in state and/or local per pupil revenue.

The employee's supervisor and the Executive Director of Schools determine salary increases for all staff based on the employee's performance and their relative contribution to the overall organization. American Academy does not use a set salary grid based on years of experience and degrees/credit hours to set or adjust salaries.

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**POLICY HISTORY**

*Original:* approved by the BOD on November 7, 2005

*Revision 1:* approved by the BOD on August 1, 2006

*Revision 2:* approved by the BOD on April 23, 2009

*Revision 3:* approved by the BOD on May 20, 2010

*Revision 4:* approved by the BOD on June 13, 2012

*Revision 5:* approved by the BOD on March 20, 2013

*Revision 6:* approved by the BOD on May 10, 2016

*Revision 7:* approved by the BOD on October 16, 2018

*Revision 7:* approved by the BOD on April 16, 2019

**Revision 8: approved by the BOD on April 26, 2021**

