



AMERICAN ACADEMY
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Employee Evaluations Policy

This policy was approved by the American Academy Board of Directors on May 10, 2016

Purpose

The purpose of this document is to clearly define the process for employee evaluation. This document also specifies the procedure for determining performance-based merit pay at the end of the year.

Employee Expectations

The Administration shall develop a Job Responsibilities document, using the attached template (Attachment A), 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. This weighting will be used at the end of each school year in evaluating the employee's overall performance and merit pay, if applicable.

The Administration will review the Job Responsibilities documents annually and, as needed, will make changes. Employees shall sign the document for their position annually, to acknowledge that they have read and understand the school's expectations of their position and the criteria with which their overall performance and merit pay will be evaluated.

Employee Evaluation Frequency

All teachers will be evaluated informally by the end of the first trimester. Additional informal evaluations will occur throughout the second trimester as needed. All teachers will receive their formal evaluation by the end of the third trimester for merit pay determination. All other staff members will be evaluated informally at least once during the year and formally at the end of the school year for merit pay determination.

Employee Skip Level Career Consultations

Each employee will have the opportunity, one time a year, to participate in a Skip-Level meeting with the next level supervisor based on the organization chart to discuss career goals and opportunities.

Employee Evaluation Process

In preparation for a performance evaluation, the employee's supervisor will complete an Employee Evaluation Form (see Attachment B for the template) for the employee's position, assigning a score of 0 to 4 for each area of responsibility and adding specific comments to each area. 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 at least 3 business days prior to the scheduled evaluation. 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 from all Evaluation Forms into one document, determining the comparative ratings, weighted points and specific comments. The overall performance rating is determined by totaling the points for each area of responsibility. Points for each area are determined by multiplying the area's rating with the weight (percentage).

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 and 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. The Executive Director of Schools will review and sign all evaluations. 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 directly dependent on increases in state 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 value 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.

Level Changes (Teachers Only)

Level changes for teachers will result in a Level Jump that applies to salary. Teachers promoted from Instructor to Senior Instructor will receive a Level Jump of \$1,500 and teachers promoted from Senior Instructor to Lead Instructor will receive a Level Jump of \$2,000. Level Jumps are over and above regular salary adjustments.

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

SUMMARY OF REVISION 1

Changed frequency from semesters to quarterly

SUMMARY OF REVISION 2

Changed frequency to twice a year
Included teaching and support staff

SUMMARY OF REVISION 3

Addition of the merit pay Plan

SUMMARY OF REVISION 4

Changed distribution of funds to be determined on prior year evaluation

SUMMARY OF REVISION 5

Changed merit pay scale to make a 3.9 a 100% and inserted the Skip Level section.

SUMMARY OF REVISION 6

Removed Merit Pay system and added Salary Adjustments and Level Jumps.

[Position Title] Job Responsibilities

Purpose:

The purpose of this document is to clearly lay out the Head of School (HOS)'s expectations for a/the [Position Title], in order for American Academy to successfully achieve its mission. Also included is a Report Form which is to be completed twice monthly or as needed to measure progress. These expectations will be used in [Position Title] performance evaluations including performance merit pay criteria.

High-Level Responsibilities of the [Position Title]:

The [Position Title] is responsible for the successful execution of the school mission and for making progress towards [high-level goals for position].

A minimum of three areas of responsibility must be specified:

- 1) [Area of Responsibility] (XX%)
- 2) [Area of Responsibility] (XX%)
- 3) [Area of Responsibility] (XX%)

Break each area into objectives and specific tasks as follows:

I. [Area of Responsibility]

General description of area here.

A. [First Objective]:

- Bullets with specific tasks and duties
-

B. [Second Objective]:

- Bullets with specific tasks and duties
-

ETC...

ATTACHMENT B

EMPLOYEE EVALUATION FORM
[PERIOD OF EVALUATION]
[20XX-20XX] ACADEMIC YEAR

EVALUEE: [Name, Position Title]
EVALUATOR: [Name, Position Title]
DATE OF EVALUATION: [Date evaluation is scheduled for]

EVALUATION SUMMARY: Objectives were previously identified and agreed upon per [Position Title] Job Responsibilities document in the following areas; please make specific comments/observations on each and assign a rating from 1 to 10 (10 being the best).

Category	Weight	[Employee] Self-Eval	HOS Rating	HOS Weighted Points (Weight x Rating)	Self-Eval Weighted Points (Weight x Self Rating)
(1) Responsibility Area	X%				
(2) Responsibility Area	X%				
(3) Responsibility Area	X%				
Total Points (of 10 possible):					

EVALUATION COMMENTS:

Overall Comments:

General job performance comments go here.

Make specific comments for each area of responsibility listed in the Job Responsibilities document as follows:

I. [Area of Responsibility]

Purpose of Area, per Job Responsibilities document: List here.

Objectives, per Job Responsibilities document:

A. [First Objective]:

- Specific comments pertaining to job performance towards objective

B. [Second Objective]:

- Specific comments pertaining to job performance towards objective

ETC...

This performance evaluation reflects my feedback for the [period of evaluation] of the [20XX/20XX] academic year which will determine [20XX/20XX] and [20XX/20XX] academic year merit pay distribution.

[Name], [Position Title] _____
Date

.....
 (To be signed at conclusion of evaluation review with the employee)

Together, we have reviewed this performance evaluation and addressed all questions and comments.

[Evaluee's Name], [Position Title] _____
Date

[Evaluator's Name], [Position Title] _____
Date