



AMERICAN ACADEMY
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Employee Evaluations Policy

This policy was approved by the American Academy Board of Directors on May 20, 2010.

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, to be approved by the Board of Directors (BOD). 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 recommend changes to the BOD. 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 Evaluation Process

In preparation for a performance evaluation, the Administration 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 addition, in preparation for the employee's evaluation, the Administration will request that an Employee Evaluation Form be completed by the employee (a self-evaluation), the employee's immediate supervisor or lead, and others as needed, at least 3 business days prior to the scheduled evaluation. The Administration 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).

Administration will schedule a time during normal business hours with the employee for the evaluation. During this meeting, the Administration 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. Evaluations will be included in the employee's personnel file and may be reviewed by the Board of Directors as needed or requested.

Results of the final evaluation will be used to determine the merit pay at the end of the school year. Final evaluations will also include the amount of the recommended performance-based bonus and subsequent annual salary changes (if applicable). Final evaluations including bonus payouts and salary adjustment recommendations must be approved by the Board of Directors prior to being presented to the employee. Bonus payments and salary adjustments are at the discretion of the BOD with consideration to budget and concurrence in performance.

Merit Pay Plan

All regular full-time employees and other part-time positions determined on hire are eligible for merit pay at the end of the year based on a predetermined set of requirements that are defined at the beginning of each school year in the Job Responsibilities for each faculty and staff position. Merit Pay is distributed in the first payroll following the end of any given school year based on the results of the formal evaluations process described above and the salary banding assigned to that employee. There are separate bandings for teachers and support staff; annual allocations per banding are determined as part of the budget process.

Points are assigned as part of the evaluation process on a scale of 1 to 4 as follows:

- 4 – Distinguished
- 3 – Proficient
- 2 – Basic
- 1 – Unsatisfactory

As a result of the final points assigned between intervals of 1 and 4, the portion of Merit Pay allocated to that employee will be determined using the total merit pay potential assigned to the employee times the percentage earned, per the following chart:

4	100%
3.9	95%
3.8	90%
3.7	85%
3.6	81%
3.5	76%
3.4	72%
3.3	69%
3.2	66%
3.1	63%
3	60%
2.9	58%
2.8	55%
2.7	52%
2.6	50%
2.5	48%
2.4	46%
2.3	44%
2.2	42%
2.1	41%
2	40%

Scores below a 2 are not eligible for Merit Pay.

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

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

[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...

I have discussed this document with [employee name] and addressed his/her questions.

[Name], [Position Title]

Date

I have read this document and understand the responsibilities of my position at American Academy.

[Name], [Position Title]

Date

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).

Table with 6 columns: Category, Weight, [Employee] Self-Eval, HOS Rating, HOS Weighted Points (Weight x Rating), and Self-Eval Weighted Points (Weight x Self Rating). Rows include (1) Responsibility Area, (2) Responsibility Area, (3) Responsibility Area, and 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 [2005/2006] academic year.

[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 _____