



CLARIFICATION ON CLASSIFIED EVALUATION

Frequently Asked Questions and Answers

1. **Do I need to submit a hard copy of my professional growth plan to my evaluator?** You will need to submit your professional growth plan and self-assessment in a hard copy to your evaluator or you may scan your professional growth plan and self-assessment and email to your evaluator.
2. **Is there a deadline to submit my professional growth plan?** November 1st is the deadline to submit your professional growth plan.
3. **What is the timeline for the classified evaluation?**
 - November 1st – submit professional growth plan and self-assessment to your evaluator
 - November 1st – November 31st Supervisor will schedule a meeting with the employee to discuss the professional growth plan and self-assessment should there be any questions or discrepancies.
 - The final evaluation meeting must be completed by the end of the employees work calendar. Final evaluations are not required to be printed since electronic signatures are obtained in the online evaluation.
 - Human Resources will review and confirm that all classified evaluations have been completed.
4. **If I am a late hire will I be evaluated this year?** If you are hired on February 1st or later you are not required to be evaluated for the year.
5. **What if I don't agree with the final rating of my evaluation?** You may submit your written response along with documentation to support the discrepancy to Human Resources. The response and documentation will be attached to your final evaluation.
6. **If I work directly with a teacher or another staff member, can they give feedback to my evaluator?** Absolutely, we encourage staff members to provide feedback to the administrator in order to assist with the evaluation.
7. **What is the breakdown of the rubric and what if my score is DOES NOT MEET expectations?** An employee receiving an overall rating of DOES NOT MEET EXPECTATIONS or has received 3 or more DOES NOT MEET individual ratings will not receive the pay increase. These employees may be placed on an Improvement Plan. The overall ratings are: DOES NOT MEET EXPECTATION, MEETS EXPECTATION, EXCEEDS EXPECTATION.