Classified Staff Conditions of Employment

(Board Adopted 3/5/2024)

The following benefits will apply to a Plymouth Community School Corporation (PCSC) classified employee based on their status of employment as defined in the following pages.

1. **Sick Days**
   This is defined by PCSC as the illness or accident of the employee. An employee may use up to six (6) or eight (8) sick days, depending on the job classification, for the sickness of a spouse, child, parent, a relative or dependent, or an individual for whom the employee is medically responsible.

   Additional days may be taken from available sick days for a serious illness involving a member of the immediate household upon approval of the Superintendent. Documentation of the extended illness may be required.

   Sick days will be figured by the hour. Any time taken off to go to the doctor can be counted as sick hour(s). Employees may accumulate up to one hundred (100) sick days with the exception of bus drivers who can accumulate fifty (50) days. If hired after January 1st the number of days will be prorated.

   If an employee misses three (3) or more consecutive scheduled workdays, a doctor's release form will be required when returning to work.

   Employees may not utilize sick leave until after the first sixty (60) days of employment.

   Employees must utilize all paid sick leave before using "Special without pay".

2. **Bereavement Days**
   An employee shall be granted bereavement leave to handle matters related to the death and grieving of an immediate family which is defined to mean parent, sibling, spouse, child, stepchild, or stepparent of ten (10) workdays within one (1) calendar year for each death.

   An employee shall be granted bereavement leave to handle matters related to the death and grieving of a mother-in-law, father-in-law, daughter-in-law, son-in-law, or grandchild of five (5) workdays within a calendar year for each death.

   An employee shall be granted bereavement leave to handle matters related to the death and grieving of a brother-in-law, sister-in-law, or grandparent of two (2) workdays immediately following the death.

An employee shall be granted bereavement leave to handle matters related to the death and grieving of any other relative or close personal friend of one (1) workday per year immediately following the death.

If bereavement leave is not taken immediately, documentation of death business may be required. Bereavement leave for additional days may be approved by the Superintendent if deemed appropriate.

3. **Conference Leave**
   Provisions to attend meetings, workshops, and conferences without loss of pay and the reimbursement of expenses are subject to the approval of the Superintendent.

4. **Maternity Leave**
   An eligible employee will be granted unpaid leave for the birth of a child of the employee. Employees may substitute up to thirty (30) days for vaginal delivery and adoption of accumulated sick days. Employees may substitute forty (40) days for caesarian delivery of accumulated sick days. Such leave must be concluded no later than twelve (12) months after the birth of a child.

5. **Paternity Leave**
   Up to five (5) days paternity leave shall be available to an employee immediately following the birth of a child. These days must be taken within five (5) working days of the birth or adoption. Used paternity leave will be deducted from sick days and noted as family illness.

6. **Jury Duty**
   Upon written application by the employee and presentation of satisfactory evidence of proof of jury duty an employee who is required to serve shall be paid at their regular rate of pay, less all jury fees or pay received for such service.

7. **Personal Business Days**
   Upon filing a Personal Business Leave Request Form and on the recommendation of an employee's immediate supervisor, the Superintendent may grant the defined number of paid days per year to each classified employee for business that cannot normally be conducted outside their regular workday. This leave may be used for time lost during school delays and/or closings.

   Your supervisor must approve the leave prior to the absence unless circumstances warrant after the fact consideration. Two (2) personal days will be granted each year, accumulated up to four (4)**. Unused personal business days will be transferred to an employee's accumulated sick days on January 1st of each year. If hired after January 1st the number of days will be prorated.

   **This change will be effective January 1, 2024.

   Employees may not utilize personal leave until after the first sixty (60) days of employment.

   Employees must utilize all paid personal leave before using "Special without pay".

8. **Paid Holidays**

#1 – Twelve (12) month (260 workdays and 240 workday Classified Administration) employees will receive holiday pay for the following: New Year's Eve, New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, the Friday of Fall Break, Thanksgiving, the day after Thanksgiving, Christmas Eve, and Christmas Day.
#2 – Less than twelve (12) month employees and Bus Drivers will receive holiday pay for the following: New Year's Day, President's Day, Good Friday, Memorial Day, Labor Day, Thanksgiving, the day after Thanksgiving and Christmas Day.

If a holiday falls on a Sunday or Saturday, the schedule will be designated to the Friday or Monday before such holiday. Holidays are counted as days worked.

9. **Wage Payments**
Wages are paid to employees and electronically deposited once every two weeks. Employees must submit a signed direct deposit authorization form before they begin working. If employees want to change their direct deposit account and/or financial institution, they must submit an updated signed direct deposit authorization form, in person, to the Payroll Office. The corporation will make a reasonable effort to update employees' accounts or financial institutions in a timely manner, but changes may take up to 14 days.

10. **Vacation Days**

260 Day employees, shall be entitled to vacation as follows:

First Year	-	Prorated per schedule (see below)
1-5 Years	-	10 days
6-14 Years	-	15 days
15 Years on	-	20 days maximum

Date Employed	Formula	Days Earned	Date to Use By
January 1-14	12/12 × 5	5	December 31
January 15 – 31	11.5/12 x 5	5	December 31
February 1 – 14	11/12 x 5	5	December 31
February 15 – 28	10.5/12 x 5	4.5	December 31
March 1 – 14	10/12 x 5	4.5	December 31
March 15 – 31	9.5/12 x 5	4	December 31
April 1 – 14	9/12 x 5	4	December 31
April 15 – 30	8.5/12 x 5	3.5	December 31
May 1 – 14	8/12 x 5	3.5	December 31
May 15 – 31	7.5/12 x 5	3.5	December 31
June 1 – 14	7/12 x 5	3	December 31
June 15 -30	6.5/12 x 5	3	December 31
July 1 – 14	6/12 x 5	2.5	December 31
July 15 – 30	5.5/12 x 5	2.5	December 31
August 1 – 14	5/12 x 5	2	December 31
August 15 – 31	4.5/12 x 5	2	December 31
September 1 – 14	4/12 x 5	2	December 31
September 15 – 30	3.5/12 x 5	1.5	December 31
October 1 – 14	3/12 x 5	1.5	December 31

October 15 – 31	2.5/12 x 5	1	December 31
November 1 – 14	2/12 x 5	1	December 31
November 14 – 30	1.5/12 x 5	1	December 31
December 1 – 14	1/12 x 5	.5	December 31
December 15 – 30	.5/12 x 5	0	December 31

Vacation must be taken in ½ or full day increments. Employees working in a school building must use vacation days when school is not in session. Unused vacation days as of December 31st will result in the following: a maximum of five (5) unused vacation days will be carried forward and added to the upcoming year's earned vacation time. Any additional unused days will be forfeited.

With regard to vacation time, continuous experience is in the corporation, not the position. All vacation days will be given on January 1 of each year. Increased vacation days will be given following completion of the 5th and 14th years of service following the anniversary date of hire.

Employees may not utilize vacation leave until after the first sixty (60) days of employment.

Employees must utilize all paid vacation leave before using "Special without pay".

11. **Benefits**

    Benefit eligibility for an employee's specific assignment will be given to the employee at the time of the new hire intake. Classified staff that were hired prior to July 1, 2014, are grandfathered in at 20 hours per week. Classified staff that were hired after July 1, 2014, must work a minimum of 30 hours per week. All bus drivers working at least 17.5 hours per week are eligible for benefits.

    Health Insurance
    Eligible employees are offered group health insurance. Coverage is available for the employee, their eligible spouse and/or eligible dependent children. Specific details regarding the plan are available at the Administration Office. The Human Resources Specialist will contact you to schedule a meeting to review the benefits provided by the plan as well as the cost per pay period.

    Dental Insurance
    Eligible employees are offered group dental insurance. Coverage is available for the employee, their eligible spouse and/or eligible dependent children. Specific details regarding the plan are available at the Administration Office. The Human Resources Specialist will contact you to schedule a meeting to review the benefits provided by the plan as well as the cost per pay period.

    Vision Insurance
    Eligible employees are offered group vision insurance. Coverage is available for the employee, their eligible spouse and/or eligible dependent children. Specific details regarding the plan are available at the Administration Office. The Human Resources Specialist will contact you to schedule a meeting to review the benefits provided by the plan as well as the cost per pay period.

    Group Term Life Insurance (mandatory)

Full-time eligible employees shall be provided a term life insurance policy with a face value of $50,000 and accidental death and dismemberment benefits. The cost per year to the employee will be one dollar ($1.00). The anniversary date of this policy is January 1 each year.

Long Term Disability Insurance (mandatory)
Full time eligible employees shall be provided a long-term disability insurance program. The Corporation covers 100% of the costs of the LTD premiums. The anniversary date of this policy is January 1 each year. **Exception- See Classified Administration.

Section 125 Cafeteria Plan

Insurance premiums paid by an employee in excess of the employer contribution may be tax sheltered under section 125. Provisions to tax shelter expenses for dependent care and unreimbursed medical are also available. Applicable to employees that work a minimum of 17.5 hours per week.

12. Public Employee Retirement Fund (PERF)
    a) If hired before January 1, 2010: PCSC will contribute three percent (3%) of full-time employee's gross pay to PERF. Applicable to personnel who work twenty (20) hours or more per week.
    b) If hired after January 1, 2010: PCSC will contribute three percent (3%) of full-time employee's gross pay to PERF. (Excludes job descriptions 1400-0160 and 1400-0165) Applicable to personnel who work twelve (12) months (260 workdays) and at least thirty (30) or more hours per week and the Special Education Data & Compliance Coordinator.

13. **Retirement Pay**

    Classified employees retiring after twenty (20) years of service or classified employees retiring that qualify for full PERF retirement benefits, defined as:

    > Age 65 with 10 or more years of creditable service.
    > Age 60 with 15 or more years of creditable service.
    > Rule of 85: minimum age 55, age plus years of service must equal 85 or more. For example: age 55 + 30 yrs. = 85; or age 58 + 29 yrs. = 87.

    will be paid twenty-three dollars ($23) for every unused sick day (not to exceed 100 sick days accumulated maximum as stated on Page 1) and twenty-three dollars ($23) for every year of service with the Plymouth Community School Corporation. Retirement pay does not apply to positions listed on Substitute and/or Temporary Employee sheet.

14. **Overtime**

    The Corporation does not allow overtime without written authorization by the supervisor. Actual hours worked must be more than forty (40) hours in a week to be considered overtime. It will be calculated at 1.5 hours for every hour over the forty (40) hours actually worked and documented as overtime.

15. **Paid Training**
    All employees will be paid for Bloodborne Pathogens, Internal Controls, Seizure Disorder and other required federal and/or state training; also, if CPI and/or CPR are required for a position. We recommend the training

be conducted during a normal workday. The training will be paid at the normal hourly rate. All training is to be recorded via the time clock system.

16. **Hepatitis B Vaccination**
Employees will receive training on Hepatitis B and Bloodborne Pathogens within the first 15 days of employment. The Hepatitis B vaccination series will be made available and paid for by PCSC for all employees in a high-risk employment group. Exceptions will be made for receiving the vaccination series outside of the high-risk group upon written request.

Exceptions for not receiving the vaccinations are 1) if the employee has received the series previously, 2) if medical reasons prevent the employee from receiving, 3) the employee declines to receive the vaccination in writing. All documentation of training and vaccination will be maintained in the employee benefit file.

17. **Employee Assistance Program**
PCSC will pay for an employee assistance program with The Bowen Center, to schedule an appointment for counseling call 1-800-342-5653.

18. **Annuity Plan**
Any employee may participate in the Lincoln 403(b) annuity plan.

19. **Raises**
To be eligible for a pay raise, an employee must have worked 120 days between January 1 and December 31 of any given year. Earning a rating of "Ineffective" or "Improvement Necessary" disqualifies an employee for any increase of hourly rate or stipend pay.

20. **Probation Period**
All new employees shall be placed on a one (1) year probationary period.

21. **Subject to Change**
This document provides general information only and may be subject to change at any time without notice. PCSC's goal is to provide the most accurate information possible with the understanding that any errors will be corrected as soon as they are discovered.

22. **Base Range – Salary**
The Base Ranges represent starting wages as determined by the superintendent or superintendent's designee at the time of hiring. Wages for individual employees may increase beyond these ranges as a result of subsequent pay increases as approved by the school board.

Classified Administration

Salary		Base Range		
A.	**Director of Technology** Job Description 1400-0321	60,000	~	72,000
B.	**Assistant Director of Maintenance** Job Description 1400--0419	58,000	≃	72,000
C.	**Human Resource Specialist** Job Description 1400-0411	60,000	~	72,000
D.	**Director of Communications & Marketing** Job Description 1400-0240	50,000	~	72,000
E	**MTSS Coordinator** Job Description 1400-0089	60,000	~	72,000
F.	**Adult Education Director** Job Description 1400-5061	47,500	~	72,000

	Days Worked	Hours	Vacation	Holiday	Sick Days	Retirement Pay	Insurance Benefits	Personal Business Days	Bereavement Leave
A.	240	8	No	#1	8	Yes	Yes	2	Yes
B.	240	8	No	#1	8	Yes	Yes	2	Yes
C.	240	8	No	#1	8	Yes	Yes	2	Yes
D.	220	8	No	#1	8	Yes	Yes	2	Yes
E.	190	8	No	#2	8	Yes	Yes	2	Yes
F.	240	8	No	#1	8	Yes	Yes	2	Yes

Annuity

PCSC will provide an amount equal to 2.75% of their base salary that each administrator can electively defer to his or her account under the 403(b) plan.

Long Term Disability

All classified administrators will pay 100% of their long-term disability premiums. These premiums will be deducted post-tax. Any LTD benefits paid out would be tax-free.

Professional Dues

The corporation will pay up to two hundred dollars ($200) for professional dues for classified administration.

Cell Phones

A cell phone will be provided by PCSC for A-D

Required Uniform – B only.

PCSC will reimburse for required work clothes including non-slip, steel toed shoes purchased each calendar year provided the total cost does not exceed one hundred thirty-five dollars ($135).

Certifications

Any employee that holds IASBO certification will have Fifteen Hundred Dollars ($1,500) added to their salary.

Any employee that holds Microsoft/Linux certification, ACMT certification and/or CoSN CETL certification will have Fifteen Hundred Dollars ($1,500) added to their salary.

Teacher Aides & Substitute teacher- Assigned to a building,

Base Range

A. **Corporation/Special Education Aide/Kdg. ESSER Aide/EL Aide: Non-Degree**
Job Description 1400-0309, 0310, 0312, 3013, 0315, 5020, 5060

15.00 ~ 15.50

B. **Corporation/Special Education Aide/Kdg. ESSER Aide/EL Aide: Degree or ParaPro ***
Job Description 1400-0309, 0310, 0312, 0313, 0315, 0334, 5020, 5060

15.25 ~ 15.75

C. **Special Education Intense Interventions Aide: Non-Degree**
Job Description 1400-0311

15.25 ~ 15.75

D. **Special Education Intense Interventions Aide: Degree or ParaPro ***
Job Description 1400-0311

15.50 ~ 16.00

F. **Substitute teacher- assigned to a building** _____ **120.00/day**

	Days Worked	Hours	Vacation	Holiday	Sick Days	Retirement Pay	Insurance Benefits	Personal Business Days	Bereavement Leave
A.	182	Up to 7	No	#2	6	Yes/No	Yes	**2**	Yes
B.	182	Up to 7	No	#2	6	Yes/No	Yes	**2**	Yes
C.	182	Up to 7.25	No	#2	6	Yes/No	Yes	**2**	Yes
D.	182	Up to 7.25	No	#2	6	Yes/No	Yes	**2**	Yes
E.	Up To 180**	7.5	No	No	6	Yes	Yes	**2**	Yes

Spanish Speaking
An employee fluent in Spanish shall receive an extra $.25 per hour.

Crisis Prevention Training
It is recommended but not required to attend CPI training. Further information can be obtained from the Safety and Security Department.

* Proof of two years of college experience, a two-year college degree, or proof of passing the Para-Pro Assessment. One of these three requirements must be attained for all aides at the elementary and intermediate levels. If you do not have proof of two years of college experience, or proof of passing the Para-Pro test, you will be given two opportunities to pass the Para-Pro test within your first ninety days of employment. PCSC requires the Para-Pro to be obtained within the first ninety days of employment. If you do not pass, your employment will transition to a strictly sub aide position without guaranteed daily placement. This will be effective July 1, 2023.

** Building substitute teachers will work only when students are in the building.

Auditorium Aide

A. Auditorium Aide

Job Description 1400-0318 _____   15.00   ~   15.50

	Days Worked	Hours	Vacation	Holiday	Sick Days	Retirement Pay	Insurance Benefits	Personal Days	Bereavement Leave
A.	Varies	Varies	N	N	N	N	N	N	N

Athletic Aide and Support Staff

A. **Athletic Coordinator – High School**
    Job Description 1400-0060   35,000   ~   55,000

B. **Athletic Coordinator – Lincoln Jr. High**
    Job Description 1400-0065   35,000   ~   55,000

C. **Athletic Department Secretary**   15.00   ~   17.50
    Job Description 1400-0270

D. **Athletic Secretary LJH & RIV ****
    Job Description 1400   Stipend $2,475.00

	Days Worked	Hours	Vacation	Holiday	Sick Days	Retirement Pay	Insurance Benefits	Personal Business Days	Bereavement Leave
A.	240	8	No	#2	8	Yes	Yes	2	Yes
B.	240	8	No	#2	8	Yes	Yes	2	Yes
C.	240	8	No	#2	6	Yes/No	Yes	2	Yes
D.	180	Varies	No	No	No	No	No	No	No

Crisis Prevention Training

It is recommended but not required to attend CPI training. Further information can be obtained from the Safety and Security Department.

**This amount is to be paid to each secretary during the school year. (This will be effective beginning 7/1/2022)

Grant Personnel

A. **Migrant Record Keeper**
Job Description 1400-5071   16.00   ~   20.00

B. **Parent Liaison**
Job Description 1400-0314   16.00   ~   20.00

Additional pay per hour dependent on grant monies available

	Days Worked	Hours	Vacation	Holiday	Sick Days	Retirement Pay	Insurance Benefits	Personal Business Days	Bereavement Leave
A.	180	8	No	#2	6	Yes	Yes	2	Yes
B.	180	8	No	#2	6	No	Yes	2	Yes

Hours

To be determined by the Superintendent prior to the start of the school year.

Spanish Speaking

An employee fluent in Spanish shall receive an extra $.25 per hour.

Cell Phone

Applicable to A only, a cell phone will be provided by PCSC.

Administration Clerical

Base Range

A. **Payroll Specialist**
   Job Description 1400-0224   20.00 ~ 24.00

B. **Accounts Payable**
   Job Description 1400-0215   20.00 ~ 24.00

C. **Executive Assistant to Superintendent**
   Job Description 1400-0210   20.00 ~ 24.00

D. **Executive Assistant to Asst. Superintendent**
   Job Description 1400-0211   20.00 ~ 24.00

E. **Receptionist/Translator**
   Job Description 1400-0226   16.00 ~ 20.00

F. **Business Office Assistant**
   Job Description 1400-0228   18.00 ~ 20.00

	Days Worked	Hours	Vacation	Holiday	Sick Days	Retirement Pay	Insurance Benefits	Personal Business Days	Bereavement Leave
A.	260	8	Yes	#1	8	Yes	Yes	2	Yes
B.	260	8	Yes	#1	8	Yes	Yes	2	Yes
C.	260	8	Yes	#1	8	Yes	Yes	2	Yes
D.	260	8	Yes	#1	8	Yes	Yes	2	Yes
E.	260	8	Yes	#1	8	Yes	Yes	2	Yes
F.	260	8	Yes	#1	8	Yes	Yes	2	Yes
G.	260	8	Yes	#1	8	Yes	Yes	2	Yes

Cell Phone

Applicable to C only, a cell phone will be provided by PCSC.

Spanish Speaking Employee

An employee fluent in Spanish shall receive an extra $.25 an hour.

Clerical

Base Range

A. **Elementary Principal's Secretary**
Job Description 1400-0245 — 16.00 ~ 18.00

B. **Riverside Principal's Secretary**
Job Description 1400-0245 — 16.00 ~ 18.00

C. **College and Career Coordinator**
Job Description 1400-**0251** — 16.00 ~ 18.00

D. **High School & Jr. High Principal's Secretary**
Job Description 1400-0250 & 0230 — 16.00 ~ 18.00

E. **High School, Jr. High and Riverside Attendance Secretary**
Job Description 1400-0265 & 0235 — 15.00 ~ 17.50

F. **High School Guidance Secretary**
Job Description 1400-0260 — 15.00 ~ 17.50

G. **High School & Jr. High Financial Secretary**
Job Description 1400-0255 — 17.00 ~ 19.00

H. **Special Education Administrative Assistant**
Job Description 1400-0226 — 16.00 ~ 18.00

I. **IMESSC Secretary**
Job Description 1400-0467 — 16.00 ~ 18.00

J. **Multi-Age Program Director/LEC Principal Administrative Assistant** — 17.00 ~ 19.00
Job Description 1400- 0229

	Days Worked	Hours	Vacation	Holiday	Sick Days	Retirement Pay	Insurance Benefits	Personal Business Days	Bereavement Leave
A.	195	8	No	#2	6	Yes/No	Yes	2	Yes
B.	210	8	No	#2	6	Yes/No	Yes	2	Yes
C.	210	8	No	#2	6	Yes/No	Yes	2	Yes
D.	240	8	No	#2	6	Yes/No	Yes	2	Yes
E.	192	8	No	#2	6	Yes/No	Yes	2	Yes
F.	220	8	No	#2	6	Yes/No	Yes	2	Yes
G.	220	8	No	#2	6	Yes/No	Yes	2	Yes
H.	235	8	No	#2	6	Yes/No	Yes	2	Yes
I.	260	8	Yes	#1	8	Yes	Yes	2	Yes
J.	215	8	No	#2	6	No	Yes	2	Yes

Spanish Speaking - An employee fluent in Spanish shall receive an extra $.25 per hour.

Miscellaneous Personnel

		Base Range		
A.	**Head Information Literacy Assistant** Job Description 1400-0332	15.00	~	17.50
B.	**Information Literacy Assistant** Job Description 1400-0330	15.00		16.00
C.	**Asst. Speech Pathologist/Behavioral and Communication Specialist** Job Description 1400-0086 & 0088	25.00	~	30.00
D.	**Part-time Asst. Speech Pathologist/Behavioral and Communication Specialist** Job Description 1400-0086 & 0088	25.00	~	30.00
E.	**Special Education Data & Compliance Coordinator** Job Description 1400-0225	20.00	~	26.00
F.	**Case Conference Coordinator** Job Description 1400-0085	15.00	~	17.50
G.	**Security Systems Monitor** Job Description 1400-0195	15.00	~	17.00
H.	**Safety Hall Monitor** Job Description 1400-0196	15.00	~	16.00

	Days Worked	Hours	Vacation	Holiday	Sick Days	Retirement Pay	Insurance Benefits	Personal Business Days	Bereavement Leave
A.	190	8	No	#2	6	Yes/No	Yes	2	Yes
B.	190	7.5	No	#2	6	Yes/No	Yes	2	Yes
C.	185	8	No	#2	6	Yes/No	Yes	2	Yes
D.	110	8	No	#2	4	No	No	2	Yes
E.	240	8	No	#2	6	Yes	Yes	2	Yes
F.	190	7.5	No	#2	6	Yes/No	Yes	2	Yes
G.	240	8	No	#2	6	Yes/No	Yes	2	Yes
H.	181	8	No	#2	6	Yes/No	Yes	2	Yes

Spanish Speaking

An employee fluent in Spanish shall receive an extra $.25 per hour for A, B, E and F.

Crisis Prevention Training

Safety monitors only – Further information can be obtained from the Safety and Security Department.

CPR Certification

Safety monitors only – are required to be certified by the in CPR/AED/Heimlich every two years. PCSC shall reimburse the cost of the certification up to forty-three dollars ($43) if on-site certification is not available.

Technology Personnel

		Base Range		

A. **Computer Apps/Network Deployment Technician**
Cisco CCNA and Comp TIA A+ or Network + Certification
Job Description 1400-0323   24.00 ~ 28.59

B. **Data Director**
Job Description 1400-0324   24.00 ~ 28.59

C. **Computer Technician**
Job Description 1400-0326   18.00 ~ 23.00

D. **Technology Secretary**
Job Description 1400-0327   15.00 ~ 17.50

E. **Help Desk Coordinator**
Job Description 1400-0328   18.00 ~ 23.00

F. **Computer Maintenance & Infrastructure Technician**
Job Description 1400-0329   24.00 ~ 28.59

G. **Educational Data Support Specialist**
Job Description 1400-0320   20.00 ~ 24.00

	Days Worked	Hours	Vacation	Holiday	Sick Days	Retirement Pay	Insurance Benefits	Personal Business Days	Bereavement Leave
A.	260	8	Yes	#1	8	Yes	Yes	2	Yes
B.	260	8	Yes	#1	8	Yes	Yes	2	Yes
C.	260	8	Yes	#1	8	Yes	Yes	2	Yes
D.	190	8	No	#2	6	No	Yes	2	Yes
E.	260	8	Yes	#1	8	Yes	Yes	2	Yes
F.	260	8	Yes	#1	8	Yes	Yes	2	Yes
G.	210	8	No	#2	6	No	Yes	2	Yes

Cell Phone
Applicable to A, B, C, F and G only; a cell phone will be provided by PCSC.

School Social Worker

		Base Range		
A.	**High School Social Worker**	20.00	~	25.00
	Job Description 1400-0165			

	Days Worked	Hours	Vacation	Holiday	Sick Days	Retirement Pay	Insurance Benefits	Personal Business Days	Bereavement Leave
A.	195	8	No	#2	6	Yes	Yes	2	Yes

Maintenance & Custodial

Base Range

A. **High School Maintenance**
Job Description 1400-0418   19.00   ~   21.00

B. **Jr. High Building Maintenance- Head Custodian**
Job Description 1400-0421   19.00   ~   21.00

C. **Building Maintenance- Service Center**
Job Description 1400-0449   21.00   ~   23.00

D. **Grounds and Maintenance**
Job Description 1400-0452   20.00   ~   22.00

E. **Maintenance/Custodian**
Job Description 1400-~~0449~~   17.50   ~   19.50
& 0430

F. **Building Head Custodian**
Job Description 1400-0425   17.00   ~   19.00

G. **Building Custodian**
Job Description 1400-0430   16.00   ~   18.00

H. **Building Custodian – Limited Duties**
Job Description 1400-0435   16.00   ~   18.00

	Days Worked	Hours	Vacation	Holiday	Sick Days	Retirement Pay	Insurance Benefits	Personal Business Days	Bereavement Leave
A.	260	8	Yes	#1	8	Yes	Yes	2	Yes
B.	260	8	Yes	#1	8	Yes	Yes	2	Yes
C.	260	8	Yes	#1	8	Yes	Yes	2	Yes
D.	260	8	Yes	#1	8	Yes	Yes	2	Yes
E.	260	8	Yes	#1	8	Yes	Yes	2	Yes
F.	260	8	Yes	#1	8	Yes	Yes	2	Yes
G.	260	8	Yes	#1	8	Yes	Yes	2	Yes
H.	180-240	4-5	No	#1	8	No	No	2	Yes

Vacation
Maintenance: Vacation can be taken at any time during the school year and will be capped at no more than two (2) people on vacation at a time. If more than two (2) people have applied for the same time, approval will be given to the first two (2) people to apply.

Custodians: Vacation can be taken during breaks and other times that school is not in session. A limit of 50% of each school's staff can be on vacation at the same time. Approval will be given to the first staff members to apply.

Shift Premium
Employees who work 2nd Shift (3:00 pm to 11:30 pm) will receive $.20 cents per hour more than the above stated rate.

Employees who work 3rd Shift (11:00 pm to 7:30 am) will receive $.35 cents per hour more than the above stated rate.

Nonslip Shoes
All staff in this classification are required to wear nonslip, laced shoes. Maintenance will need to also have the addition of steel toe. Employees with proof of purchase will be reimbursed twenty-five dollars ($25) for custodial and fifty dollars ($50) for maintenance per calendar year. Any employee who fails to comply with the requirements could receive progressive discipline up to and including termination.

CPR Certification
All custodians are required to be certified in CPR/AED/Heimlich every two years. PCSC shall reimburse the cost of the certification up to forty-three dollars ($43) if onsite certification is not available.

On Call
Anytime you are "On Call", you will only receive pay when you are performing job duties. Stand-by time is not paid.

Transportation

Base Range

A. **Assistant Director of Transportation**
Job Description 1400-0416   20.00   ~   25.00

B. **Full-Time Route Bus Driver***
Job Description 1400-0466   100.00   ~   135.00
Dependent on Experience   per day

C. **Substitute Bus Driver**
   (Dependent on Experience)   100.00   ~   135.00
                                                                                   Per Day

D. **Activity Bus Driver**
Job Description _____   15.00

E. **Special Education Bus Aide; Intense**
Interventions
Non-Degree
Job Description 1400-0469   15.25   ~   15.75

F. **Special Education Bus Aide; Intense**
Interventions
Degree and or School Bus Driver
Qualifications
Job Description 1400-0469   15.50   ~   16.00

G. **Summer School Route Drivers**   30.00   Per
Job Description 1400-0416   hour

H. **Extra run, Bus Cleaning/Washing, Professional Development Training**   15.00   Per
Job Description   hour

I. **Bus Driver In Training, Air Brake Training**   19.00   Per
Job Description   hour

J. **Extra Route (Mid Day Run)**   25.00   Per
                                                                           hour

	Days Worked	Hours	Vacation	Holiday	Sick Days	Retirement Pay	Insurance Benefits	Personal Business Days	Bereavement Leave
A.	260	8	Yes	#1	8	Yes	Yes	2	Yes
B.	196	1-5.0	No	#2	6	Yes/No	Yes	2	Yes
C.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
D.	196	5	No	#2	6	No	No	2	Yes
E.	191	1-5.5	No	#2	6	No	No	2	No
F.	191	1-5.5	No	#2	6	No	No	2	No
G.	Up to 21	1.0-3.0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

H.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
I.	Up to 30	1.0-3.0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
J.	Up to 180	Up to 2	N/A	N/A	N/A	N/A	N/A	N/A	N/A

*Full-time Route Bus Driver

For Bus Drivers employed as a full-time route driver on or before June 2, 2023, their daily rate will be determined by using their 2022-2023 route hours and earnings.

Field trips/Extra Runs for PCSC and Non-PCSC Organization are paid at $15.00 per hour with a one (1) hour minimum.

Air Brake Training

PCSC drivers shall be paid one (1) to three (3) hours per day for a maximum of thirty (30) days. Additionally, PCSC will reimburse the driver for all fees associated with obtaining the necessary permit and licensing including one (1) test site fee maximum.

Bus Driver In Training

The bus Driver in Training shall be paid one (1) to three (3) hours per day for a maximum of thirty (30) days. Additionally, PCSC will reimburse the driver for all fees associated with obtaining the necessary permit and licensing including one (1) test site fee maximum.

Cafeteria

Base Range

A. **Lunch Clerk**
Job Description 1400-0534 _____ 15.00 ~ 17.00

B. **Head Cook** 16.00 18.00
Job Description 1400-0532 _____

C. **Assistant Head Cook** 15.00 ~ 17.00
Job Description 1400-____ _____

D. **Cafeteria Worker**
Job Description 1400-0520, 0530 _____ 15.00 ~ 17.50

E. **Food Service Delivery Driver**
Job Description 1400-0441 _____ 15.00 ~ 17.00

F. **Banquet Supervisor**
Job Description 1400-0515 _____ 16.50*

G. **Banquet Cook and/or Server**
Job Description 1400-0516 _____ 15.00*

H. **Lunchroom & Recess Monitor**
Job Description 1400-0533, 0535 _____ 15.00 ~ 16.50

I. **Lunch Clerk/PHS & LJH Secretary**
Job Description 1400-0536, 0236 _____ 15.00 ~ 17.00

	Days Worked	Hours	Vacation	Holiday	Sick Days	Retirement Pay	Insurance Benefits	Personal Business Days	Bereavement Leave
A.	187	7-7.5	No	#2	6	Yes	Yes	2	Yes
B.	190	7-8	No	#2	6	Yes	Yes	2	Yes
C.	182	5-8	No	#2	6	Yes	Yes	2	Yes
D.	182	2-6	No	#2	6	Yes	Yes	2	Yes
E.	190	3.5-4	No	#2	6	Yes	No	2	Yes
F.	Varies	Varies	No	No	No	No	No	No	No
G.	Varies	Varies	No	No	No	No	No	No	No
H.	187	2.5-3	No	#2	6	Yes	No	2	Yes
I.	187	8	No	#2	6	Yes	Yes	2	Yes

* If the employee's current hourly rate is higher than the stated position rate, the current hourly rate will apply.

Required Uniforms – Not applicable to A or Riverside cashier.

Part time, less than thirty (30) hours per week: PCSC will pay for required work clothes including shoes purchased each calendar year provided the total cost does not exceed one hundred fifteen dollars ($115) in any one calendar year.

Full time, thirty (30) hours or more per week; PCSC will pay for required work clothes including shoes purchased each calendar year provided the total cost does not exceed one hundred thirty-five dollars ($135) in any one calendar year.

An employee shall make their own purchases and present a receipt to the Food Service Director for approval of reimbursement.

Nonslip Shoes

All staff in this classification are required to wear nonslip, laced shoes. Any employee who fails to comply with the requirements could receive progressive discipline up to and including termination.

CPR Certification

All staff in this classification are required to be certified in CPR/AED/Heimlich every two years. PCSC shall reimburse the cost of the certification up to forty-three dollars ($43) if onsite certification is not available.

Spanish Speaking

An employee fluent in Spanish shall receive an extra $.25 per hour for A, B, C, G and H.

Substitute and/or Temporary Employees

A. **Substitute Teacher** – Valid Substitute Permit/License** _____ 50.00/half-day*
100.00/ full-day*

B. **Substitute Retired School Teacher** _____ 125.00/day

C. **Substitute Retired School Principal** _____ 250.00/day

D. **Substitute Teacher - Long Term – 15 or more consecutive days** _____ State Statute I.C.
20-28-9-6 will apply

E. **Substitute Bus Driver – Long Term** _____ Based on Regular Driver Rate

F. **Substitute Building Secretary** _____ 14.00

G. **Substitute Financial Secretary (High School & Jr. High)** _____ 16.00

H. **Substitute Custodian / Temporary Maintenance / Temporary Bus Washer / Temporary Grounds / Temporary Technology / Temporary Aide** _____ 14.00

I. **Substitute Information Literacy Assistant** _____ 13.50

J. **Substitute Aide or Substitute Suspension Supervisor** _____ 13.00

K. **Substitute Retired Aide** _____ 14.00

L. **Substitute Cafeteria Worker** _____ 13.00

M. **Substitute Retired Cafeteria Worker** _____ 14.00

N. **Substitute Food Service Delivery Driver** _____ 14.00

O. **Adult Education-Computer Training Instructor -** Job Description 1400-5055 _____ 23.21 ~ 25.00

P. **Adult Education-Instructor -** Job Description 1400-0090 _____ 25.00 ~ 45.00

Q. **Adult Education TASC/HSE Test Coordinator -** Job Description 1400 _____ 15.00 ~ 20.00

R. **Adult Education Aide** _____ 15.00

S. **Student Assistant** _____ 11.00

T. **Workers Compensation Modified Duty**   _____   13.00

* Substitute teachers are required to clock in and out for attendance purposes only.

 *Starting and Ending Times for all PCSC Schools are as follows:

School	Start/End time Full Day	Start/End Time ½ day a.m.	Start/End Time ½ day p.m.
Plymouth High School	7:50 a.m. – 3:30 p.m.	7:50 a.m. – 11:30 a.m.	11:30 a.m. – 3:20 p.m.
Lincoln Junior High School	7:45 a.m. – 3:15 p.m.	7:45 a.m. – 11:30 a.m.	11:30 a.m. – 3: 15 p.m.
Riverside Intermediate and All Elementary Schools	7:40 a.m. – 3:10 p.m.	7:40 a.m. – 11:30 a.m.	11:30 a.m. – 3:10 p.m.

 **If a substitute teacher is currently an hourly employee, the employee will receive the greater of, $50/half day or their hourly rate at 3.75 hours, $100/whole day or their hourly rate at 7.5 hours

Directory

Evaluations

Classified Job Evaluation Rubric Worksheet

Job Performance: A summative rating of job descriptions.

50%   Rating Earned: _____

4	3	2	1
☐ Has an average summative rating of all job expectations that falls between 3.4 and 4.0.	☐ Has an average summative rating of all job expectations that falls between 3.39 and 2.7.	☐ Has an average summative rating of all job expectations that falls between 2.69 and 2.1.	☐ Has an average summative rating of all job expectations that falls between 2.09 and below.

Attendance: Comes to work on time and all absences are excused. Definition of unexcused absences: Time off without pay when all sick, personal and/or vacation time is exhausted. Do not count any time off against the employee for jury duty, bereavement or FMLA leave.

10%   Rating Earned: _____

4	3	2	1
☐ Comes to work on time every day. ☐ 0 unexcused absences	☐ Comes to work on time all but 1 or 2 times. ☐ ½ day unexcused absence	☐ Is tardy to work more than 4 times a year. ☐ 1 unexcused absence	☐ Is tardy to work more than 8 times per year. ☐ 2 or more unexcused absences

Work Ethic: Takes on work without complaining and tunes out a quality product.

20%   Rating Earned: _____

4	3	2	1
☐ Does a quality job nearly all of the time. ☐ Completes work on time nearly all of the time. ☐ Takes on new challenges without complaining. ☐ Helps other in need without complaining.	☐ Does a quality job most of the time. ☐ Completes work on time most of the time. ☐ Takes on new challenges. ☐ Will help others if asked.	☐ Work often is not quality. ☐ Work is not always completed on time. ☐ Shies away from challenges. ☐ Helps other in need, but complains.	☐ Most work is not done with quality. ☐ Misses deadlines routinely. ☐ Refuses to take on challenges. ☐ Will only help if made to.

Customer Service: Treats all stakeholders like they are very important.

20%   Rating Earned: _____

4	3	2	1
☐ Treats all stakeholders as if they are the most important person in the world all of the time. ☐ Handles adversity with respect for all parties all of the time. ☐ Acts as a positive role model to students all of the time.	☐ Treats most stakeholders as if they are the most important person in the world most of the time. ☐ Handles adversity with respect for all parties most of the time. ☐ Acts as a positive role model for students most of the time.	☐ Treats some stakeholders poorly some of the time. ☐ Doesn't handle adversity with respect for all parties most of the time. ☐ Does not act as a positive role model for the students most of the time.	☐ Treats stakeholders poorly. ☐ Shows disrespect in situations of adversity. ☐ Acts as a negative role model to students.

PLYMOUTH COMMUNITY SCHOOL CORPORATION
CLASSIFIED PERSONNEL PERFORMANCE EVALUATION FORM

School Year: _____

Name: _____

Position: _____

RATINGS:

4-3.5	Highly Effective
3.49-2.75	Effective
2.74-1.75	Improvement Necessary
1.74-0	Ineffective

CATEGORY	RATING			
	4	3	2	1
Job Performance (50%)	◯	◯	◯	◯
Attendance (10%)	◯	◯	◯	◯
Work Ethic (20%)	◯	◯	◯	◯
Customer Service (20%)	◯	◯	◯	◯
Final Rating	0			

++Earning a rating of "Ineffective" or "Improvement Necessary" disqualifies you for any performance bonus.

Evaluator's Summary Comments:

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Employee's Summary Comments:

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Evaluated by: _____ Title: _____ Date: _____

I certify that this evaluation has been discussed with me and I have received a copy. I understand that my signature does not necessary indicate my agreement with the evaluation. Employee's comments may be attached to the evaluation form.

Employee Signature: _____ Date: _____

Evaluation Rubric for the Chief Technology Officer

Date: **Total Score:**   **#DIV/0!**
Evaluator:

Leadership   Score:

Highly Effective (4)	Effective (3)	Improvement Necessary (2)	Ineffective (1)
• Works closely with the executive team and stakeholders to develop a shared vision with long-term, big-picture perspectives on district goals to plan for meaningful and effective uses of technology; provides leadership when creating a vision of how technology will help meet district goals.	• Participates with the administrative team and advisory committees to create and promote a vision for how technology will support the district's strategic and operational goals.	• Occasionally demonstrates effective decision making for meaningful uses of technology to educate students, but does not promote a broader vision for how technology will support the district's strategic and operational goals.	• Does not promote a vision for how technology will support strategic goals and does not demonstrate effective decision making for meaningful uses of technology to educate students.

Strategic Planning   Score:

Highly Effective (4)	Effective (3)	Improvement Necessary (2)	Ineffective (1)
• Works with key system leaders to identify budget and funding mechanisms needed to meet strategic goals. • Plays an integral role in the district's strategic planning process; supports cross-functional teams for decision making, technology support professional development and other aspects of the district's technology program.	• Has strategic understanding of district systems (e.g. instruction, assessment, finance, facilities, transportation, security, food service and others) in order to provide leadership regarding how technology can support them.	• Develops technology budgets and demonstrates some understanding of district systems, but does not effectively work with key system leaders to identify priorities, budgets and funding mechanisms to meet strategic goals.	• Does not effectively work with key system leaders to identify priorities, budget and funding mechanisms.

Ethics and Policies   Score:

Highly Effective (4)	Effective (3)	Improvement Necessary (2)	Ineffective (1)
• Actively participates in the	• Demonstrates high standar	• Inconsistently	• Fails to

policy development process and ensures policy supports a high- performing learning environment.

• Facilitates equitable access to technology resources for all stakeholders.

• Manages implementation and enforcement of policies and educational programs relating to the social, legal and ethical issues related to technology use throughout the district and modeling responsible decision-making.

of integrity and professional conduct with consideration for fairness and honesty.

• Communicates to stakeholders appropriate ethical and professional behavior for technology use in the district.

• Models and assures awareness about pertinent laws and legal issues related to implementation and use of technology in a district.

demonstrates high standards of integrity and professional conduct with consideration for fairness and honesty.

demonstrate high standards of integrity and professional conduct with consideration for fairness and honesty.

Staffing and Professional Development   Score:

Highly Effective (4)	Effective (3)	Improvement Necessary (2)	Ineffective (1)
• Empowers staff to reach a proficiency level to meet the ongoing demands of their jobs. • Plays an integral role in the district's strategic planning process; supports cross-functional teams for decision making, technology support, professional development and other aspects of the district's technology program.	• Plans for and coordinates purposeful professional development. • Analyzes and identifies on an ongoing basis individual and team strengths, required areas of growth and how teams and their members are being deployed and redeployed. • Makes effective hiring decisions.	• Assists with professional development, but does not provide ongoing opportunities for staff. • Occasionally analyzes and identifies individual and team strengths, required areas of growth, and how teams and their members are being deployed and redeployed.	• Provides little or no professional development opportunities for staff. • Rarely analyzes and identifies individual and team strengths, required areas of growth, and how teams and their members are being deployed and redeployed. • Frequently makes poor hiring decisions.

Stakeholder Focus   Score:

Highly Effective (4)	Effective (3)	Improvement Necessary (2)	Ineffective (1)

• Builds relationships with all stakeholders, taking a close look at how the district determines requirements, expectations and preferences. • Understands the key factors that lead to stakeholder satisfaction, focusing on how the district seeks knowledge, satisfaction and loyalty of students and other stakeholders.	• Effectively communicates with stakeholders. • Builds positive relationships with stakeholders. • Has positive relationships relationships with stakeholder but also regularly meets the needs of all stakeholders.	• Does not clearly communicate with stakeholders a vision for how technology will support the district's strategic goals. • Assesses and responds to needs and concerns, but often does not meet the needs of all stakeholders.	• Does not communicate with stakeholders. • Does not build positive relationships with stakeholders. • Frequently does not assess and respond to needs and concerns of stakeholders.

Managing Technology   Score:

Highly Effective (4)	Effective (3)	Improvement Necessary (2)	Ineffective (1)
• Effectively plans, implements and sustains all tasks related to technical systems, network infrastructure and computing management. • System resources are rarely interrupted.	• The approach to projects is usually proactive. • System resources generally perform well and issues are resolved quickly and accurately.	• Although some projects are well planned and implemented, some are poorly planned and are often reactionary in nature. • Issues are occasionally overlooked or not addressed promptly or accurately.	• Projects are poorly planned and implemented. • System resources are generally unreliable and frequently disrupt operations.

Business Management   Score:

Highly Effective (4)	Effective (3)	Improvement Necessary (2)	Ineffective (1)
• Manages the budget and serves as a strong business leader who guides purchasing decisions, determines the return on investment for all technology implementations, and fosters good relationships with vendors, potential funders and other key groups.	• Develops and manage budgets, both annually and long-range. • Directs, manages and negotiates with vendors and business partners without prompting, assistance and/or oversite.	• Purchasing decisions are decisions are often proven to be undervalued solutions. • Directs, manages and negotiates with vendors and business partners, but requires prompting, assistance and/or oversight.	• Does not effectively develop and manage budgets. • Participates in tasks related to selection and purchasing (e.g.,RFPs, purchasing guidelines,) but often requires prompting, assistance and/or oversight.

Data Management   Score:

Highly Effective (4)	Effective (3)	Improvement Necessary (2)	Ineffective (1)
• Manages the establishment and maintenance of systems and tools	• Maintains systems and tools for gathering,	• Maintains systems and tools for gathering,	• Fails to implement and support tools for

for gathering, mining, integrating and reporting data in usable and meaningful way to produce an information culture in which data management is critical to strategic planning.

• Facilitates the process of priority setting of the district's data analysis needs.

warehousing, mining, integrating and reporting data in usable and meaningful ways.

• Assesses and responds to information reporting requirements related to government mandates.

warehousing, mining, integrating and reporting data, but does not look for ways to improve those systems.

• Inconsistently responds to information reporting requirements related to government mandates.

gathering, warehousing, mining, integrating and reporting data in usable usable and meaningful ways.

• Frequently fails to respond to information reporting requirements related to government mandates.

Evaluator Comments

Evaluatee Comments

Evaluatee Signature   **Date**

Evaluator Signature   **Date**

Evaluation Rubric for the Technology Director

Date:		Total Score:	#DIV/0!	
Evaluator:				

Attendance and Work Ethic
Score:

Highly Effective (4)	Effective (3)	Improvement Necessary (2)	Ineffective (1)
• Consistently performs all job functions while taking on new challenges.	• Effectively does there job.	• Work is often not high quality or misses deadlines.	• Work is poor and repeatedly misses deadlines.
• Completes all work with care and diligence.	• Completes work as needed meeting most deadlines.	• Some complaints about the job and only helps others when prompted.	• Often complains about job or helping others when needed.
	• Comes to work most of the tim and leaves only as needed.	• Misses or is late/leaves more than a few times in a year.	• Misses several days/hours of work or is often late.

Ethics and Professionalism
Score:

Highly Effective (4)	Effective (3)	Improvement Necessary (2)	Ineffective (1)
• Demonstrates high standards of integrity and professional conduct with consideration for fairness and honesty.	• Most of the time demonstrates high standards of integrity and professional conduct with consideration for fairness and honesty.	• Inconsistently demonstrates high standards of integrity and professional conduct with consideration for fairness and honesty.	• Fails to demonstrate high standard of integrity and professional conduct with consideration for fairness and honesty.

Network Management and Technology
Score:

Highly Effective (4)	Effective (3)	Improvement Necessary (2)	Ineffective (1)
• Works with CTO to effectively plan, implement and sustain all tasks related to technical systems, network infrastructure and computing management.	• The approach to projects is usually proactive.	• Although some projects are well planned and implemented, some are poorly planned and are often reactionary in nature.	• Projects are poorly planned and implemented.
• System resources are rarely interrupted.	• System resources generally perform well and issues are resolved quickly and accurately.	• Issues are occasionally overlooked or not addressed promptly or accurately.	• System resources are generally unreliable and frequently disrupt operations.

Stakeholder Focus
Score:

Highly Effective (4)	Effective (3)	Improvement Necessary (2)	Ineffective (1)
• Builds relationships with all stakeholders, taking a close look at how the district	• Effectively communicates with stakeholders.	• Does not clearly communicate with	• Does not communicate with stakeholders.

		stakeholders a vision		
determines requirements, expectations and preferences.	• Has positive relationships relationships with stakeholders but also regularly meets the needs of all stakeholders.	for how technology will support the district's strategic goals.	• Does not build positive relationships with stakeholders.	
• Understands the key factors that lead to stakeholder satisfaction, focusing on how the district seeks knowledge, satisfaction and loyalty of students and other stakeholders.		• Assesses and responds to needs and concerns, but often does not meet the needs of all stakeholders.	• Frequently does not assess and respond to needs and concerns of stakeholders.	•
• Gives the feeling of being approachable by all stakeholders.	• Gives the feeling of being approachable by some stakeholders.			

Tasked Responsibilities   Score:

Highly Effective (4)	Effective (3)	Improvement Necessary (2)	Ineffective (1)	
• Knows their job and performs their assigned tasks without intervention from CTO.	• Knows the job and performs assigned tasks with little intervention from CTO	• Occasionally demonstrates a lack of responsibility and requires intervention from CTO to perform tasks.	• Does not demonstrate responsibility for tasks or needs constant intervention from CTO to perform tasks.	
• Works with CTO to improve or streamline processes.	• Maintains a safe work environment.	• Needs reminded to be safe.	• Needs frequent reminders about safety.	
• Actively looks for ways to save on costs or mitigate repairs while maintaining device integrity in the classroom.	• Effectively prioritizes time and tickets.	• Does not always prioritize time or tickets appropriately.	• Does not prioritize time or tickets appropriately.	

Evaluator Comments

Evaluatee Comments

Evaluatee Signature   **Date**

Evaluator Signature   **Date**

Evaluation Rubric for the Data Manager

Date:			**Total Score:**	**#DIV/0!**
Evaluator:				

Attendance and Work Ethic — Score:

Highly Effective (4)	Effective (3)	Improvement Necessary (2)	Ineffective (1)	
• Consistently does a quality job while taking on new challenges while maintaining all deadlines.	• Effectively does there job with little or no complaints.	• Work is often not high quality or misses deadlines.	• Work is poor and repeatedly misses deadlines.	
• Completes all work with care and diligence.	• Completes work as needed meeting most deadlines.	• Some complaints about the job and only helps others when prompted.	• Often complains about job or helping others when needed.	
• Comes to work when scheduled and is on time daily.	• Comes to work most of the time and leaves only as needed.	• Misses or is late/leaves more than a few times in a year.	• Misses several days/hours of work or is often late.	

Data Management — Score:

Highly Effective (4)	Effective (3)	Improvement Necessary (2)	Ineffective (1)	
• Works with CTO to facilitate the process of priority setting of the district's data analysis needs along with responds to information reporting requirements related to government mandates.	• Effectively assesses and responds to information reporting requirement related to government mandates.	• Inconsistently responds to information reporting requirements related to government mandates.	• Frequently fails to respond to information reporting requirements related to government mandates.	

Ethics and Professionalism — Score:

Highly Effective (4)	Effective (3)	Improvement Necessary (2)	Ineffective (1)	
• Demonstrates high standards of integrity and professional conduct with consideration for fairness and honesty.	• Most of the time demonstrates high standards of integrity and professional conduct with consideration for fairness and honesty.	• Inconsistently demonstrates high standards of integrity and professional conduct with consideration for fairness and honesty.	• Fails to demonstrate high standard of integrity and professional conduct with consideration for fairness and honesty.	

Stakeholder Focus — Score:

Highly Effective (4)	Effective (3)	Improvement Necessary (2)	Ineffective (1)	
• Builds relationships with all stakeholders, taking a close look at how the district determines requirements, expectations and preferences.	• Effectively communicates with stakeholders.	• Does not clearly communicate with stakeholders a vision for how technology will support the district's	• Does not communicate with stakeholders.	
	• Has positive relationships relationships with stakeholders		• Does not build positive relationships with	

	but also regularly meets the needs of all stakeholders.	strategic goals.	stakeholders.	
• Understands the key factors that lead to stakeholder satisfaction, focusing on how the district seeks knowledge, satisfaction and loyalty of students and other stakeholders.		• Assesses and responds to needs and concerns, but often does not meet the needs of all stakeholders	• Frequently does not assess and respond to needs and concerns of stakeholders.	•
• Gives the feeling of being approachable by all stakeholders.	• Gives the feeling of being approachable by some stakeholders.			

Tasked Responsibilities   Score:

Highly Effective (4)	Effective (3)	Improvement Necessary (2)	Ineffective (1)	
• Knows their job and performs their assigned tasks without intervention from CTO.	• Knows the job and performs assigned tasks with little intervention from CTO.	• Occasionally demonstrates a lack of responsibility and requires intervention from CTO to perform tasks.	• Does not demonstrate responsibility for tasks or needs constant intervention from CTO to perform tasks.	
• Works with CTO to add, replace or streamline processes.	• Knows the job and performs assigned tasks with little intervention from CTO.	• Occasionally demonstrates a lack of responsibility and requires intervention from CTO to perform tasks.	• Does not demonstrate responsibility for tasks or needs constant intervention from CTO to perform tasks.	
	• Effectively prioritizes time and tickets.			
		• Does not always prioritize time or tickets appropriately.	• Does not prioritize time or tickets appropriately.	

Evaluator Comments

Evaluatee Comments

Evaluatee Signature			**Date**	
Evaluator Signature			**Date**	

Evaluation Rubric for the Comp. Apps. Technician

Date:		**Total Score:**	**#DIV/0!**
Evaluator:			

Attendance and Work Ethic

Score:

Highly Effective (4)	Effective (3)	Improvement Necessary (2)	Ineffective (1)
• Consistently does a quality job while taking on new challenges while maintaining all deadlines.	• Effectively does there job with little or no complaints.	• Work is often not high quality or misses deadlines.	• Work is poor and repeatedly misses deadlines.
• Completes all work with care and diligence.	• Completes work as needed meeting most deadlines.	• Some complaints about the job and only helps others when prompted.	• Often complains about job or helping others when needed.
• Comes to work when scheduled and is on time daily.	• Comes to work most of the time and leaves only as needed.	• Misses or is late/leaves more than a few times in a year.	• Misses several days/hours of work or is often late.

Applications and Integrations

Score:

Highly Effective (4)	Effective (3)	Improvement Necessary (2)	Ineffective (1)
• Application deployment and integrations go as expected.	• Application deployment and integrations mostly go as expected.	• Application deployment and integrations sometimes go as expected.	• Application deployment and integrations rarely go as expected.
• Highly effective communication and training as needed after integration and deployment.	• Effective communication and and training after integration and deployment.	• Somewhat effective communication and training after integration and deployment.	• Ineffective communication and training after integration and deployment.

Device Repair

Score:

Highly Effective (4)	Effective (3)	Improvement Necessary (2)	Ineffective (1)
• Works closely with CTO to streamline processes aiding in the reduction of costs and/or repair time.	• Diagnosis and repairs devices correctly but often on the first time.	• Diagnosis and repairs devices correctly but oftenly not on the first time.	• Inaccurately diagnosed repair needs/problems most of the time.
• Demonstrates a high level of knowledge when diagnosing and repairing devices.	• Responds to tickets in a timely manner.	• Responds to tickets but may need reminded.	• Responds to Helpdesk tickets but only after repeated prompts.
• Often helps others with their work giving guidance and direction.	• Requires little or no additional help	• Often needs additional help.	

Ethics and Professionalism

Score:

Highly Effective (4)	Effective (3)	Improvement Necessary (2)	Ineffective (1)	
• Demonstrates high standards of integrity and professional conduct with consideration for fairness and honesty.	• Most of the time demonstrates high standards of integrity and professional conduct with consideration for fairness and honesty.	• Inconsistently demonstrates high standards of integrity and professional conduct with consideration for fairness and honesty.	• Fails to demonstrate high standard of integrity and professional conduct with consideration for fairness and honesty.	

Stakeholder Focus   Score:

Highly Effective (4)	Effective (3)	Improvement Necessary (2)	Ineffective (1)	
• Builds relationships with all stakeholders, taking a close look at how the district determines requirements, expectations and preferences. • Understands the key factors that lead to stakeholder satisfaction, focusing on how the district seeks knowledge, satisfaction and loyalty of students and other stakeholders. • Gives the feeling of being approachable by all stakeholders.	• Effectively communicates with stakeholders. • Has positive relationships relationships with stakeholders but also regularly meets the needs of all stakeholders. • Gives the feeling of being approachable by some stakeholders.	• Does not clearly communicate with stakeholders a vision for how technology will support the district's strategic goals. • Assesses and responds to needs and concerns, but often does not meet the needs of all stakeholders.	• Does not communicate with stakeholders. • Does not build positive relationships with stakeholders. • Frequently does not assess and respond to needs and concerns of stakeholders.	

Tasked Responsibilities   Score:

Highly Effective (4)	Effective (3)	Improvement Necessary (2)	Ineffective (1)	
• Knows their job and performs their assigned tasks without intervention from CTO. • Works with CTO to improve or streamline repairs or repair processes. • Actively looks for ways to save on costs or mitigate repairs while maintaining device integrity in the classroom.	• Knows the job and performs assigned tasks with little intervention from CTO • Maintains a safe work environment. • Effectively prioritizes time and tickets.	• Occasionally demonstrates a lack of responsibility and requires intervention from CTO to perform tasks. • Needs reminded to be safe • Does not always prioritize time or tickets appropriately.	• Does not demonstrate responsibility for tasks or needs constant intervention from CTO to perform tasks. • Needs frequent reminders about safety. • Does not prioritize time or tickets appropriately.	

Evaluator Comments

Evaluatee Comments	
Evaluatee Signature	**Date**
Evaluator Signature	**Date**

Evaluation Rubric for the Comp./Maint. Technician

Date:

Evaluator:

Total Score: **#DIV/0!**

Attendance and Work Ethic   Score:

Highly Effective (4)	Effective (3)	Improvement Necessary (2)	Ineffective (1)	
• Consistently does a quality job while taking on new challenges while maintaining all deadlines.	• Effectively does there job with little or no complaints.	• Work is often not high quality or misses deadlines.	• Work is poor and repeatedly misses deadlines.	
• Completes all work with care and diligence.	• Completes work as needed meeting most deadlines.	• Some complaints about the job and only helps others when prompted.	• Often complains about job or helping others when needed.	
• Comes to work when scheduled and is on time daily.	• Comes to work most of the time and leaves only as needed.	• Misses or is late/leaves more than a few times in a year.	• Misses several days/hours of work or is often late.	

Device Repair   Score:

Highly Effective (4)	Effective (3)	Improvement Necessary (2)	Ineffective (1)	
• Works closely with CTO to streamline processes aiding in the reduction of costs and/or repair time.	• Diagnosis and repairs devices correctly but often on the first time.	• Diagnosis and repairs devices correctly but oftenly not on the first time.	• Inaccurately diagnosed repair needs/problems most of the time.	
• Demonstrates a high level of knowledge when diagnosing and repairing devices.	• Responds to tickets in a timely manner.	• Responds to tickets but may need reminded	• Responds to Helpdesk tickets but only after repeated prompts.	
• Often helps others with their work giving guidance and direction.	• Requires little or no additional hel	• Often needs additional help.		

Ethics and Professionalism   Score:

Highly Effective (4)	Effective (3)	Improvement Necessary (2)	Ineffective (1)	
• Demonstrates high standards of integrity and professional conduct with consideration for fairness and honesty.	• Most of the time demonstrates high standards of integrity and professional conduct with consideration for fairness and honesty.	• Inconsistently demonstrates high standards of integrity and professional conduct with consideration for fairness and honesty.	• Fails to demonstrate high standard of integrity and professional conduct with consideration for fairness and honesty.	

Stakeholder Focus   Score:

Highly Effective (4)	Effective (3)	Improvement Necessary (2)	Ineffective (1)	
• Builds relationships with all stakeholders, taking a close look at how the district determines requirements, expectations	• Effectively communicates with stakeholders.	• Does not clearly communicate with stakeholders a vision	• Does not communicate with stakeholders.	

	• Has positive relationships relationships with stakeholders but also regularly meets the needs of all stakeholders.	for how technology will support the district's strategic goals.	• Does not build positive relationships with stakeholders.	
• Understands the key factors that lead to stakeholder satisfaction, focusing on how the district seeks knowledge, satisfaction and loyalty of students and other stakeholders.		• Assesses and responds to needs and concerns, but often does not meet the needs of all stakeholders.	• Frequently does not assess and respond to needs and concerns of stakeholders.	•
• Gives the feeling of being approachable by all stakeholders.	• Gives the feeling of being approachable by some stakeholders.			

Tasked Responsibilities   Score:

Highly Effective (4)	Effective (3)	Improvement Necessary (2)	Ineffective (1)	
• Knows their job and performs their assigned tasks without intervention from CTO.	• Knows the job and performs assigned tasks with little intervention from CTO	• Occasionally demonstrates a lack of responsibility and requires intervention from CTO to perform tasks.	• Does not demonstrate responsibility for tasks or needs constant intervention from CTO to perform tasks.	
• Works with CTO to improve or streamline repairs or repair processes.	• Maintains a safe work environment.	• Needs reminded to be safe	• Needs frequent reminders about safety.	
• Actively looks for ways to save on costs or mitigate repairs while maintaining device integrity in the classroom.	• Effectively prioritizes time and tickets.	• Does not always prioritize time or tickets appropriately.	• Does not prioritize time or tickets appropriately.	

Evaluator Comments

Evaluatee Comments

Evaluatee Signature   **Date**

Evaluator Signature   **Date**

Evaluation Rubric for the Helpdesk Coordinator

Date:

Evaluator:

Total Score: #DIV/0!

Attendance and Work Ethic   Score:

Highly Effective (4)	Effective (3)	Improvement Necessary (2)	Ineffective (1)
• Consistently does a quality job while taking on new challenges while maintaining all deadlines.	• Effectively does there job with little or no complaints.	• Work is often not high quality or misses deadlines.	• Work is poor and repeatedly misses deadlines.
• Completes all work with care and diligence.	• Completes work as needed meeting most deadlines.	• Some complaints about the job and only helps others when prompted.	• Often complains about job or helping others when needed.
• Comes to work when scheduled and is on time daily.	• Comes to work most of the time and leaves only as needed.	• Misses or is late/leaves more than a few times in a year.	• Misses several days/hours of work or is often late.

Ethics and Professionalism   Score:

Highly Effective (4)	Effective (3)	Improvement Necessary (2)	Ineffective (1)
• Demonstrates high standards of integrity and professional conduct with consideration for fairness and honesty.	• Most of the time demonstrates high standards of integrity and professional conduct with consideration for fairness and honesty.	• Inconsistently demonstrates high standards of integrity and professional conduct with consideration for fairness and honesty.	• Fails to demonstrate high standard of integrity and professional conduct with consideration for fairness and honesty.

Stakeholder Focus   Score:

Highly Effective (4)	Effective (3)	Improvement Necessary (2)	Ineffective (1)
• Builds relationships with all stakeholders, taking a close look at how the district determines requirements, expectations and preferences.	• Effectively communicates with stakeholders.	• Does not clearly communicate with stakeholders a vision for how technology will support the district's strategic goals.	• Does not communicate with stakeholders.
• Understands the key factors that lead to stakeholder satisfaction, focusing on how the district seeks knowledge, satisfaction and loyalty of students and other stakeholders.	• Has positive relationships relationships with stakeholders but also regularly meets the needs of all stakeholders.		• Does not build positive relationships stakeholders.
	• Gives the feeling of being approachable by some	• Assesses and responds to needs and concerns, but often does not meet	• Frequently does not assess and respond to needs and concerns of

	stakeholders.	the needs of all stakeholders	stakeholders.	
• Gives the feeling of being approachable by all stakeholders.				

Tasked Responsibilities   Score:

Highly Effective (4)	Effective (3)	Improvement Necessary (2	Ineffective (1)	
• Knows their job and performs their assigned tasks without intervention from CTO.	• Knows the job and performs assigned tasks with little intervention from CTO	• Occasionally demonstrates a lack of responsibility and requires intervention from CTO to perform tasks.	• Does not demonstrate responsibility for tasks or needs constant intervention from CTO to perform tasks.	
• Works with CTO to improve or streamline processes.	• Maintains a safe work environment.	• Needs reminded to be safe	• Needs frequent reminders about safety.	
• Actively looks for ways to save on costs.	• Effectively prioritizes time and tickets.	• Does not always prioritize time or tickets appropriately.	• Does not prioritize time or tickets appropriately.	

Evaluator Comments

Evaluatee Comments

Evaluatee Signature			**Date**	
Evaluator Signature			**Date**	

PLYMOUTH COMMUNITY SCHOOL CORPORATION

611 E Berkley Street, Plymouth, IN 46563 * PH: 574-936-3115 * FX: 574-936-3160

DIRECTOR OF FACILITIES PERFORMANCE EVALUATION

Employee Name: _____ **Employee #:** _____

Evaluation Date: _____ **School Year:** _____

Evaluation Type: ☐ 30 Day Evaluation ☐ Annual Evaluation ☐ Random Evaluation

DEFINITIONS OF EVALUATIVE TERMS

Check the grade that best describes observed behavior or overall performance. If a standard does not apply to a specific role, mark N/A in the box to the far left.

Below Standard (1)   Area of Growth (2)   Meets Standard (3)   Area of Strength (4)   Exceeds Standard (5)

PERFORMANCE FACTORS

Administrative Skills	1	2	3	4	5
Manages: Maintenance, renovations and repairs; custodial and housekeeping services; grounds maintenance and upkeep; key management; building projects; forecasting and budgeting; energy management and improvements; code compliance; testing and inspections; relocations; occupancy.	☐	☐	☐	☐	☐
Organization: Maintains an orderly environment; delegates responsibilities and authority; establishes direct lines of communication; schedules maintenance and custodial efficiently.	☐	☐	☐	☐	☐
Business affairs: Maintains accurate records; supervises the preparation of an accurate payroll; provides information as needed; completes reports as necessary; works within budget guidelines.	☐	☐	☐	☐	☐
Financial management: Demonstrates good financial supervision by using staff effectively and efficiently; recognizes and recommends cost saving opportunities.	☐	☐	☐	☐	☐
Vendor management: Maintains good communication as liaison between vendors and corporation; controls costs, maintains compliance and schedules work.	☐	☐	☐	☐	☐
Support: Works to assist staff and the community with concerns or frustration associated with our facilities; passionate about delivering consistent excellence.	☐	☐	☐	☐	☐

Administrative Skills Total: _____

Comments:

Communication and Leadership Skills	1	2	3	4	5
Communication skills: Communicates effectively in front of group; displays good oral, written and listening skills; responds to emails and phone calls in a timely manner; conducts oneself in a professional, ethical, responsible and respectful manner.	☐	☐	☐	☐	☐
Teambuilding: Available to staff; coaches and encourages staff on regular basis; relationship building; recognizes and honors quality; builds trust by respecting the ideas and contributions of staff.	☐	☐	☐	☐	☐
Training: Facilitates training opportunities to ensure growth for all staff; requires 100% participations for annual safety training.	☐	☐	☐	☐	☐
Safety: Committed to safety by following policy, procedures and code standards; maintains facilities, equipment and material safety standards; requires staff to report unsafe conditions, follow safe work habits and use equipment as instructed.	☐	☐	☐	☐	☐
Evaluation: Conducts site visits and monitor work orders to observe, evaluate performance, determine staff strength and weaknesses and identify training opportunities; systematically evaluate process for possible improvements.	☐	☐	☐	☐	☐

Communication and Leadership Skills Total: _____

Comments:

Personal Qualities	1	2	3	4	5
Character: Demonstrates exceptional behaviors and judgements; shows respect for all; takes personal responsibility for decisions, actions and results.	☐	☐	☐	☐	☐
Innovate: Embraces change and flexibility; cultivates growth and develops opportunity for staff; ability to prioritize and multi-task; proficient in time management skills.	☐	☐	☐	☐	☐
Determination: Encounters difficult situation, makes tough calls and stands by them; displays self control and is calm under pressure.	☐	☐	☐	☐	☐
Professional growth: Proactive thinking; seeks out professional development for self improvement; uses information provided through various feedback to improve performance; recognizes and learns from mistakes.	☐	☐	☐	☐	☐
Appearance: Demonstrates regular and punctual attendance; remains for duration of shift; appearance and demeanor set an appropriate example for staff.	☐	☐	☐	☐	☐
Certifications: Maintains required licenses, certifications and training in good standing.	☐	☐	☐	☐	☐

Personal Qualities Total: _____

Comments:

EVALUATION COMPLETION SUMMARY

Overall Evaluation Final Total _____   **Evaluation Final Score** _____

☐ 1-Below Standard   ☐ 2-Area of Growth   ☐ 3-Meets Standard   ☐ 4-Area of Strength   ☐ 5-Exceeds Standard

Evaluator's Summary Comments and Developmental Goals:

Evaluator Name: _____   **Evaluator Title:** _____

Evaluator Signature: _____   **Date:** _____

Employee's Summary Comments

I certify that this evaluation has been discussed with me and I have received a copy. I understand that my signature does not necessarily indicate my agreement with the evaluation.

Employee Signature: _____   **Date:** _____

PLYMOUTH COMMUNITY SCHOOL CORPORATION
MAINTENANCE DEPARTMENT

611 E Berkley Street, Plymouth, IN 46563 * PH: 574-936-3115 * FX: 574-936-3160

MAINTENANCE PERFORMANCE EVALUATION

Employee Name: _____   **Employee #:** _____

Employee Title: _____   **Location:** _____

Evaluation Date: _____   **School Year:** _____

Evaluation Type: ☐ 30 Day Evaluation   ☐ Annual Evaluation   ☐ Random Evaluation

EVALUATIVE TERMS

Circle the grade that best describes observed behavior or overall performance. If a standard does not apply to a specific role, mark N/A in the box to the far left.

Below Standard (1)   Area of Growth (2)   Meets Standard (3)   Area of Strength (4)   Exceeds Standard (5)

PERFORMANCE FACTORS

ESSENTIAL JOB DUTIES					
Skill Level	Below Standard	Area of Growth	Meets Standard	Area of Strength	Exceed Standard
Knowledge Base	**1** Demonstrates gaps in knowledge of responsibilities	**2** Demonstrates working knowledge of: * HVAC, electrical, mechanical and plumbing * tools, machinery, fixtures, equipment, etc. * snow removal operations as directed * manual, plans and spec research * supplies, paperwork, policy, procedures, etc. * performs other duties as assigned	**3**	**4**	**5** Demonstrates extensive knowledge of responsibilities

Productivity	**1**
	
	Fails to meet quality and time expectations
		2
		
		Meets expected assignments criteria
		Quantity of work
		   * Properly uses materials and equipment to effectively and efficiently complete varying tasks in a timely manner
		
		Uses time efficiently
		   * meets deadlines
		   * follows through
			3	**4**	**5**
					
					Demonstrates dependability by following instructinos and remaining on the job until task is complete

Quality	**1**
	
	Fails to consistently meet expectation in quality of work
		2
		
		Quality of work
		   * quality control checks own area
		   * ability to diagnose and repair
		   * general maintenance and upkeep
		   * keeps supplies, tools and equipment organized/clean
		   * recognizes and learns from mistakes
			3	**4**	**5**
					
					Ensures that processes and quality standards are met; strives for continuous improvement

Notes					

Total: _____

PERFORMANCE CHARACTERISTICS					
Skill Level	Below Standard	Area of Growth	Meets Standard	Area of Strength	Exceed Standard
Independence	1	2	3	4	5
	Does not work well alone, prefers working as team	Accepts guidance and requests direction as needed * demonstrates multi-tasking * uses equipment independently * effective use of time				Proactively completes tasks independently as needed
Teamwork	1	2	3	4	5
	Contributes to making environment negative	Builds trust by respecting ideas and contributions of everyone; effective teamwork * continues quality teamwork - even when someone is gone by helping pick up the slack * listens to suggestions made by others * contributes to team goals				Contributes to positive morale within the team and embraces ideas
Safety	1	2	3	4	5
	Fails to contribute to a safe and positive work environment	Observes and promotes safe work practices and procedures at all times * demonstrates a commitment to safety by following policy, procedures, blue prints, manuals, building codes an safety regulations * maintains a clean and safe work area * takes proper care of equipment * reports all accidents and or potentional hazards				Proactively prevents problems that may disrupt a safe and positive work environment
Problem Solving	1	2	3	4	5
	Problem solving skills are not effective	Makes decisions based on relevant information and maintains confidentiality * uses resources to solve problems * knows which problems to solve on own and which to refer				Solution oriented; works to find solutions regarding building or ground needs
Notes					

Total: _____

PERSONAL CHARECTORISTICS					
Skill Level	Below Standard	Area of Growth	Meets Standard	Area of Strength	Exceed Standard
Attire	1	2	3	4	5
	Does not follow all aspects of uniform policy	Follows uniform policy * neat, clean, orderly and appropriate appearance				Uniform appearance is exceptional
Attendance	1	2	3	4	5
	Poor attendance and/or ineffective back up plans	Has good attendance with appropriate plans in place for * no pattern of absences * follows procedures for reporting absences or tardiness * follows schedule, including breaks * is on time to work * ready to start work at assigned time * works until the end of the scheduled shift				Has excellent attendance with well developed plans for absences
Customer Service	1	2	3	4	5
	Disrespectful or unprofessional working relationships	Maintains respectful, effective and professional working relationships with others * takes initiative and does tasks without complaining * is personable and approachable by others * receives good reports from other about this employee				Maintains professional, ethical, responsible and respectfull

	1	2	3	4	5
Professional Development	Fails to learn and/or apply new skills as needed	Learns and applies new skills as needed, including technology * operates computer programs * operates new equipment correctly * keeps up on current best practices for their job			Participates in PD activities designed to improve job performance and or take on new responsibilities.
Notes					

Total: _____

ADDITIONAL PERFORMANCE FACTORS FOR DIRECTORS

Additional Section: ☐ **Required**   ☐ **Not Applicable**

ADMINISTRATIVE SKILLS					
Skill Level	Below Standard	Area of Growth	Meets Standard	Area of Strength	Exceed Standard
	1	**2**	**3**	**4**	**5**
Team	Fails to provide positive recognition for team	Builds trust by respecting ideas and contributions of everyone * recognizes team for positive contributions * availiable to staff and encourages on regular basis * facilitates training opportunities for growth; requires 100% participation for annual safety training			Regularly finds ways to support team
	1	**2**	**3**	**4**	**5**
Communication	Fails to communicate effectively	Effectively Communicates by * relaying important information including project updates to necessary persons * effective writen, oral and listening skills			Consistantly communicates timely and professionally
	1	**2**	**3**	**4**	**5**
Character	Fails to set and/or model high expectations for self and or team	Sets high expectations for team white being a good example * ability to prioritize and multi-task; proficient in time management skills * good example of attendance and appearance * exemplifies good role model for staff and students			Sets, models and attains high expectations for self and team. Exceptional behaviors & judgement.
	1	**2**	**3**	**4**	**5**
Operations	Overall operations are not handled effectively	Assures that operations are running smoothly * uses team effectively and prioritizes tasks * ensures that buildings, grounds, etc are maintained, net, clean and safe at all times * responds to emergency situations as needed * maintains required licenses and certifications			Overall operations are a model for other school corporations
	1	**2**	**3**	**4**	**5**
Management	Lacks ability to manage operations effectively	Implements effective managerial skills * takes responsibility for actions, decisions and results * reguraly conducts site visits to evaluate staff strength and weaknesses * liaison between vendors & corporation; communicates, controls costs, maintains compliance & helps protect instruction time throgh appropriate scheduling			Implements <u>highly</u> effective managerial skills
Notes					

Total: _____

EVALUATION COMPLETION SUMMARY

Total from Each Category:

		Evaluation Final Score	
_____	Essential Job Duties	▭ 1 - Below Standard	(score of ↓49 points or ↓59%)
_____	Performance Characteristics	☐ 2 - Area of Growth	(score of 48-55 points or 60-69%)
_____	Personal Charectoristics	☐ 3 - Meets Standard	(score of 56-63 points or 70-79%)
_____	Administrative Skills	☐ 4 - Area of Strength	(score of 64-71 points or 80-89%)
_____	**Overall Evaluation Total**	☐ 5 - Exceed Standard	(score of 72-80 points or 90-100%)

Evaluator's Summary Comments and Developmental Goals:

```
[blank text box]
```

Evaluator Name: _____   **Evaluator Title:** _____

Evaluator Signature: _____   **Date:** _____

Employee's Summary Comments

```
[blank text box]
```

I certify that this evaluation has been discussed with me and I have received a copy. I understand that my signature does not necessarily indicate my agreement with the evaluation.

Employee Signature: _____   **Date:** _____

PLYMOUTH COMMUNITY SCHOOL CORPORATION
MAINTENANCE DEPARTMENT

611 E Berkley Street, Plymouth, IN 46563   *   PH: 574-936-3115   *   FX: 574-936-3160

CUSTODIAL PERFORMANCE EVALUATION

Employee Name: _____   Employee #: _____

Employee Title: _____   Location: _____

Evaluation Date: _____   School Year: _____

Evaluation Type: ☐ 30 Day Evaluation   ☐ Annual Evaluation   ☐ Random Evaluation

EVALUATIVE TERMS

Circle the grade that best describes observed behavior or overall performance. If a standard does not apply to a specific role, mark N/A in the box to the far left.

Below Standard (1)   Area of Growth (2)   Meets Standard (3)   Area of Strength (4)   Exceeds Standard (5)

PERFORMANCE FACTORS

SECTION ONE					
Skill Level	Below Standard	Area of Growth	Meets Standard	Area of Strength	Exceed Standard

Knowledge Base	**1**
	Demonstrates gaps in knowledge of responsibilities
		2
		Demonstrates working knowledge of responsibilities
		  * steps in cleaning guidelines
		  * cleaning supplies and equipment
		  * policy and procedures
			3	**4**	**5**
					Demonstrates extensive knowledge of responsibilities

Customer Service	**1**
	Disrespectful or unprofessional relationships
		2
		Maintains respectful, effective and professional relationships with all students, staff and parents
		  * effective teamwork
		  * effective written and oral communication
		  * takes responsibility for actions, decisions and results
		  * reports from other of good work
			3	**4**	**5**
					Maintains highly positive working relationships

Problem Solving	**1**
	Problem solving skills are not effective
		2
		Applies problem solving skills effectively
		  * uses resources to solve problems
		  * proactively prevents problems
		  * reacts effectively to solve problems
		  * learns to solve own problems
		  * knows which problems to solve on own and which to refer
			3	**4**	**5**
					Is highly proactive in identifying and minimizing potential problems

Section One Notes					

Section One Total: _____

SECTION TWO					
Skill Level	Below Standard	Area of Growth	Meets Standard	Area of Strength	Exceed Standard

Productivity	**1**
	
	Fails to meet expectations
	* quantity
	* timeliness
		2
		
		Meets expected assignments criteria
		    Quantity of work
		      * Properly uses materials and equipment to effectively and efficiently complete varying workload in a timely manner.
		    Timeliness of work
		      * meets deadlines
		      * follows through
			3	**4**	**5**
					
					Identifies ways to streamline and improve efficiency of work

Quality	**1**
	
	Fails to consistently meet expectation in quality of work
		2
		
		Quality of work
		  * quality control checks own area
		  * meets cleaning standards
		  * assigned area's appearance are at acceptable level
		  * recognizes and learns from mistakes
			3	**4**	**5**
					
					Ensures that processes and quality standards are met; strives for continuous improvement

Independence	**1**
	
	Does not work independently as needed
		2
		
		Works independently as needed
		  * demonstrates multi-tasking
		  * cross trains and rotates assignments as requested
		  * uses equipment independently
		  * effective use of time
			3	**4**	**5**
					
					Proactively completes tasks independently as needed

Teamwork	**1**
	
	Contributes to making environment negative
		2
		
		Builds trust by respecting ideas and contributions of everyone; works well with others
		  * continues quality teamwork - even when someone is gone by helping pick up the slack
		  * listens to suggestions made by others
		  * contributes to team goals
			3	**4**	**5**
					
					Contributes to positive morale within the team and embraces ideas

Attire	**1** Does not follow all aspects of uniform policy	**2** Follows uniform policy * neat, clean, orderly and appropriate appearance	**3**	**4**	**5** Uniform appearance is exceptional
Section Two Notes					

Section Two Total:

SECTION THREE					
Skill Level	Below Standard	Area of Growth	Meets Standard	Area of Strength	Exceed Standard

Safety	**1**
	
	Fails to contribute to a safe and positive work environment
		2
		
		Contributes to a safe work environment
		    * demonstrates a commitment to safety by following policy and procedures
		    * uses safety equipment required for the task
		    * takes proper care of equipment
		    * reports unsafe conditions to supervisor
		    * meets safety training requirements
			3	**4**	**5**
					
					Proactively prevents problems that may disrupt a safe and positive work environment

Attendance	**1**
	
	Poor attendance and/or ineffective back up plans
		2
		
		Has good attendance with appropriate plans in place for absences
		    * no pattern of absences
		    * follows procedures for reporting absences or tardiness
		    * follows schedule, including breaks
		    * is on time to work
		        * ready to start work at assigned time
		        * works until the end of the scheduled shift
			3	**4**	**5**
					
					Has excellent attendance with well developed plans for absences

Training	**1**
	
	Fails to learn and/or apply new skills as needed
		2
		
		Learns and applies new skills as needed, including technology
		    * operates computer programs
		    * operates new equipment correctly
		    * keeps up on current best practices for job title
			3	**4**	**5**
					
					Develops self to assume new roles or responsibilities

Section Three Notes					

Section Three Total: _____

ADDITIONAL PERFORMANCE FACTORS FOR HEAD CUSTODIAN

Additional Section: ☐ **Required**   ☐ **Not Applicable**

Skill Level	Below Standard	Area of Growth	Meets Standard	Area of Strength	Exceed Standard
Recognition	**1** Fails to provide positive recognition for team	**2** Recognizes team for positive contributions	**3**	**4**	**5** Regularly finds ways to support team's contributions
Communication	**1** Fails to communicate effectively	**2** Effectively Communicates by * communicates issues of importance to faculty, athletics department, parent groups, etc. * follows the chain of command * works well with principal on building needs * communicates effectively	**3**	**4**	**5** Never fails to communicate at the right time with the right information
High Expectations	**1** Fails to set and/or model high expectations for team	**2** Sets and models high expectations for team * building clean and organized * team is viewed as positive role models for students	**3**	**4**	**5** Sets, models and attains high expectations for team
Operations	**1** Fails to assure that assigned tasks are handled effectively	**2** Assures that assigned operations are running smoothly * effective at prioritizing * uses team effectively * monitors work done by team, including evening shift	**3**	**4**	**5** Overall operations are a model for others
Management	**1** Fails to consistently implement effective managerial skills	**2** Implements effective managerial skills * maintains appropriate level of inventory * appropriate amount of supplies ordered on time * monitors cleanliness of building	**3**	**4**	**5** Implements highly effective managerial skills
Additional Head Custodian Notes					

Additional Head Custodian Total: _____

EVALUATION COMPLETION SUMMARY

Total from Each Category:

		Evaluation Final Score

_____ Section One

_____ Section Two

_____ Section Three

_____ Additional Head Custodian

_____ **Overall Evaluation Total**

☐ 1 - Below Standard   (score of ↓49 points or ↓59%)

☐ 2 - Area of Growth   (score of 48-55 points or 60-69%)

☐ 3 - Meets Standard   (score of 56-63 points or 70-79%)

☐ 4 - Area of Strength   (score of 64-71 points or 80-89%)

☐ 5 - Exceed Standard   (score of 72-80 points or 90-100%)

Evaluator's Summary Comments and Developmental Goals:

[blank text box]

Evaluator Name: _____   **Evaluator Title:** _____

Evaluator Signature: _____   **Date:** _____

Employee's Summary Comments

[blank text box]

I certify that this evaluation has been discussed with me and I have received a copy. I understand that my signature does not necessarily indicate my agreement with the evaluation.

Employee Signature: _____   **Date:** _____

PLYMOUTH COMMUNITY SCHOOL CORPORATION
TRANSPORTATION DEPARTMENT

DIRECTORS PERFORMANCE EVALUATION

Employee Name: _____   Employee #: _____   Evaluation Date: _____

Evaluation Type: ☐ 30 Day Evaluation   ☐ Annual Evaluation   ☐ Random Evaluation

PERFORMANCE FACTORS

Check the grade that best describes observed behavior or overall performance. If a standard does not apply to a specific role, mark N/A in the box to the far left.

1 Below Standard   **2** Area of Growth   **3** Meets Standards   **4** Area of Strength   **5** Exceeds Standards

Dependability / Personal Characteristic / HR		1	2	3	4	5
Attendance / Punctuality / Appearance	Demonstrates regular and punctual attendance; professional appearance sets an appropriate example for staff.	☐	☐	☐	☐	☐
Demeanor	Demonstrates exceptional behaviors and judgements; shows respect for all; takes personal responsibility for decisions, actions and results; routinely uses sensitivity, good judgement, common sense, shows interest and enthusiasm; maintains confidentiality; shows flexibility; displays initiative; contributes to a positive climate.	☐	☐	☐	☐	☐
Professional	Embraces change and flexibility; cultivates growth and develops opportunity for staff; ability to prioritize and multi-task; proficient in time management skills; conducts oneself in a professional, ethical and responsible manner	☐	☐	☐	☐	☐
Composure	Encounters difficult situation, makes tough calls and stands by them; displays self control and able to maintain composure in an emergency and/or stressful situation.	☐	☐	☐	☐	☐
Professional Growth	Proactive thinking; seeks out professional development for self improvement; uses information provided through various feedback to improve performance; recognizes and learns from mistakes.	☐	☐	☐	☐	☐

Total: _____

Workplace Qualities / Job Performance		1	2	3	4	5
Teamwork	Available to staff; encourages and coaches staff on regular basis; builds trust by recognizing and respecting their ideas and contributions; demonstrates professional, positive and appropriate behavior.	☐	☐	☐	☐	☐
Communication	Communicates effectively in front of group, with staff, administration, parents and the public; has good oral, written and listening skills; responds to emails and phone calls in a timely manner.	☐	☐	☐	☐	☐
Training	Facilitates training opportunities to ensure growth for all staff; requires 100% participations for annual safety training; consistently trying to improve the work environment/conditions; encourages in school bus training with students.	☐	☐	☐	☐	☐
Relations	Welcomes community concerns or frustration concerning the Transportation Department; represents PCSC exceptionally; including on social media platforms.	☐	☐	☐	☐	☐
Expectations	Defines job performance expectations, goals and objects with staff to improve operations.	☐	☐	☐	☐	☐
Safety	Committed to safety by following policy, procedures, laws and regulations; requires staff to report unsafe conditions and to follow safe work habits.	☐	☐	☐	☐	☐

Total: _____

Administrative		1	2	3	4	5
Business Affairs	Maintains accurate records; supervises the preparation of an accurate payroll; works within budget guidelines; completes and files all reports and forms in a timely manner.	☐	☐	☐	☐	☐
Organization	Maintains an orderly environment; delegates responsibilities and authority; reviews and assures compliance.	☐	☐	☐	☐	☐
Fleet Management	Oversees maintenance for all corporation vehicles and equipment; analyzes the fleet to make recommendations for bus replacements.	☐	☐	☐	☐	☐
Vendor Management	Maintains good rapport as liaison between vendors and corporation; controls costs, maintains compliance and schedules work.	☐	☐	☐	☐	☐
Route and Field Trip Management	Responsible for the school bus routing, stops and student scheduling; oversees field trip management.	☐	☐	☐	☐	☐
Evaluations	Conducts evaluations to determine staff strength and weaknesses; uses evaluation process to identify training needs and where to make operational improvements.	☐	☐	☐	☐	☐

Total: _____

OVERALL EVALUATION SCORE

Transportation Directors Performance Evaluation Final Score: _____

☐ Below Standard
(score 17-0)

☐ Area of Growth
(score 39-45)

☐ Meets Standards
(score 46-51)

☐ Area of Strength
(score 52-58)

☐ Exceeds Standards
(score 0-85)

Evaluator Notes, Conclusions and Recommendations:

Evaluators Name and Title: _____

Evaluation Date: _____

Employee Notes

I certify that this evaluation has been discussed with me and I have received a copy. I understand that my signature does not necessarily indicate my agreement with the evaluation.

Employee Signature: _____

Date Reviewed: _____

PLYMOUTH COMMUNITY SCHOOL CORPORATION
TRANSPORTATION DEPARTMENT

ASSISTANT DIRECTORS PERFORMANCE EVALUATION

Employee Name: _____   Employee #: _____   Evaluation Date: _____

Evaluation Type: ☐ 30 Day Evaluation   ☐ Annual Evaluation   ☐ Random Evaluation

PERFORMANCE FACTORS

Check the grade that best describes observed behavior or overall performance. If a standard does not apply to a specific role, mark N/A in the box to the far left.

1 Below Standard   **2** Area of Growth   **3** Meets Standards   **4** Area of Strength   **5** Exceeds Standards

Dependability / Personal Characteristic / HR		1	2	3	4	5
Attendance / Punctuality / Appearance	Demonstrates regular and punctual attendance; professional appearance sets an appropriate example for staff.	☐	☐	☐	☐	☐
Demeanor	Demonstrates exceptional behaviors and judgements; shows respect for all; takes personal responsibility for decisions, actions and results; routinely uses sensitivity, good judgement, common sense, shows interest and enthusiasm; maintains confidentiality; shows flexibility; displays initiative; contributes to a positive climate.	☐	☐	☐	☐	☐
Professional	Embraces change and flexibility; cultivates growth and develops opportunity for staff; ability to prioritize and multi-task; proficient in time management skills; conducts oneself in a professional, ethical and responsible manner	☐	☐	☐	☐	☐
Composure	Encounters difficult situation, makes tough calls and stands by them; displays self control and able to maintain composure in an emergency and/or stressful situation.	☐	☐	☐	☐	☐
Professional Growth	Proactive thinking; uses information provided through various feedback to improve performance; recognizes and learns from mistakes.	☐	☐	☐	☐	☐

Total: _____

Workplace Qualities / Job Performance		1	2	3	4	5
Teamwork	Available to staff; encourages and coaches staff on regular basis; builds trust by recognizing and respecting their ideas and contributions; demonstrates professional, positive and appropriate behavior.	☐	☐	☐	☐	☐
Communication	Communicates effectively in front of group and with staff; has good oral, written and listening skills; responds to emails and phone calls in a timely manner.	☐	☐	☐	☐	☐
Training	Facilitates training opportunities to ensure growth for all staff; consistently trying to improve the work environment/conditions; encourages in school bus training with students.	☐	☐	☐	☐	☐
Safety	Committed to safety by following policy, procedures, laws and regulations; requires staff to report unsafe conditions and to follow safe work habits.	☐	☐	☐	☐	☐

Total: _____

Administrative		1	2	3	4	5
Organization	Maintains an orderly environment; delegates responsibilities and authority; reviews and assures compliance.	☐	☐	☐	☐	☐
Fleet Management	Oversees maintenance for activity buses.	☐	☐	☐	☐	☐
Vendor Management	Maintains good rapport as liaison between vendors and corporation; maintains compliance and schedules work.	☐	☐	☐	☐	☐
Route and Field Trip Management	Assists with school bus routing, stops and student scheduling; also assists with field trip management.	☐	☐	☐	☐	☐
Evaluations	Assists with evaluations to determine staff strength and weaknesses; uses evaluation process to identify training needs and where to make operational improvements.	☐	☐	☐	☐	☐

Total: _____

OVERALL EVALUATION SCORE

Transportation Directors Performance Evaluation Final Score: _____

☐ Below Standard   ☐ Area of Growth   ☐ Meets Standards   ☐ Area of Strength   ☐ Exceeds Standards

(score 14-0)   (score 39-45)   (score 46-51)   (score 52-58)   (score 0-70)

Evaluator Notes, Conclusions and Recommendations:

Evaluators Name and Title: _____   Evaluation Date: _____

Employee Notes

I certify that this evaluation has been discussed with me and I have received a copy. I understand that my signature does not necessarily indicate my agreement with the evaluation.

Employee Signature: _____   Date Reviewed: _____

PLYMOUTH COMMUNITY SCHOOL CORPORATION
TRANSPORTATION DEPARTMENT

BUS DRIVER PERFORMANCE EVALUATION

Employee Name: _____ Employee #: _____ Evaluation Date: _____

Evaluation Type: ☐ 30 Day Evaluation ☐ Annual Evaluation ☐ Random Evaluation

PERFORMANCE FACTORS

1 Does Not Meet Expectations	**2** Meets Expectations	**3** Exceeds Expectations
Unacceptable	Good	Excellent
Week	Acceptable	Exceptional
Poor	Satisfactory	Mastery
Less than Acceptable	Average	More than Acceptable

DEPENDABILITY / PERSONAL CHARACTERISTIC / HR — SCORE

Subject	1	2	3
Attendance & Punctuality	☐ Erratic attendance and/or often late for work. Does not always follow Attendance Policy and Procedures for reporting absences or tardiness.	☐ Some attendance or punctuality issues but no pattern. Follows Attendance Policy and Procedures reporting.	☐ Has excellent attendance, prompt & consistent while following Attendance Policy and Procedures.
Appearance	☐ On occasion appears unkept and not appropriately dressed. Footwear unacceptable for safe operation of school bus.	☐ Good personal hygiene with appropriate attire/footwear.	☐ Professional, clean and neat appearance with appropriate attire/footwear consistently.
Demeanor	☐ More often than not, has negative attitude and shows disinterest/ disrespect. Has shown lapse in judgment and discretion.	☐ Does show some negative attitude but generally uses good judgement and common sense.	☐ Routinely uses sensitivity, good judgement, common sense, shows interest and enthusiasm daily while maintaining positive attitude.
Professional	☐ Struggles with confidentiality; dislikes change; appears to see glass half empty.	☐ Occasional confidentiality issues; shows flexibility most of the time; displays initiative; tries to be positive.	☐ Maintains confidentiality; shows flexibility; displays initiative; contributes to a positive climate.
Training	☐ Fails to learn and/or apply new skills as needed.	☐ Participates in required and optional training while trying to apply skills effectively.	☐ Highly proactive training and learning while helping co-workers.

WORKPLACE QUALITIES — SCORE

Subject	1	2	3
Peer Interaction	☐ Better working alone than in a group. Has on occasion been unprofessional and/or gossips.	☐ Is professional, positive and appropriate within peer group generally with occasional incidents.	☐ Demonstrates professional, positive and appropriate behavior. Does not gossip, exhibits teamwork, cooperation, tact and courtesy.
Communication	☐ Needs to work on communication with parents, staff, the public and/or administration. Does not regularly check email and/or inbox at Wiers.	☐ Maintains good communications with parents, staff, the public and administration. Checks email and/or inbox at Wiers somewhat regularly.	☐ Excellent communication skills with parents, staff, the public and administration. Consistently checks email and/or inbox at Wiers.
Initiative	☐ Completes only the minimum required work; Does not help taking extra kids or stops for another bus.	☐ Shows some efforts of trying to complete additional work/duties. Will help take extra kids and stops for another bus.	☐ Consistently trying to improve the work environment/conditions; Takes initiative to help coworkers while consistently going above and beyond assigned duties.
Relations	☐ Could be friendlier and more cooperative to represent PCSC in positive and professional manner; Including social media posts.	☐ Friendly and cooperative. Represents PCSC positively and professionally; Including social media posts.	☐ Friendly and cooperative. Represents PCSC exceptionally; Including social media posts.
Composure	☐ Needs direction during an emergency and/or stressful situation.	☐ Ability to handle an emergency and/or stressful situation.	☐ Proven ability to maintain composure in an emergency and/or stressful situation.
Responsibility	☐ Occasionally disagrees with duties assigned and shows dislike or negative behaviors.	☐ Will perform duties as assigned but closes off to direction or constructive criticism.	☐ Accepts directives, responsibility and constructive criticism in a positive manner. Performs duties willingly, exhibiting diligent work habits.

JOB PERFORMANCE

Subject	1	2	3
Clean and Fueled (Assigned/ Spare Bus)	☐ Bus interior/exterior is not kept clean and/or fueled. Bus has been left unsecured, dash is not clear and trash not emptied.	☐ Majority of the time bus is fueled; interior/exterior is clean and/orderly; Drivers area clean and dash is clear. No posters, stickers, etc. Secures bus property when parked.	☐ Meticulously takes care of bus; Ensures a safe, secure, fueled, clean and/orderly bus at all times.
Routes	☐ Stop times not consistent and/or modifies route/stops without approval. Changes to route, seating charts and other paperwork not kept up to date, nor turned in timely.	☐ Keeps stop times somewhat consistent. Maintains all route sheets, seating charts and other paperwork. Turns in as requested.	☐ Adheres to schedule by arriving at stops and schools on time. Doesn't modify route/stops without approval. All paperwork kept in order with frequent updates.
Two-Way Radio	☐ Excessive and unnecessary radio traffic. Frequent chatter which should be communicated in person or over the phone.	☐ Radio traffic is primarily appropriate with occasional chatter.	☐ Radio traffic minimal, used only if necessary or in the case of emergency situations.
Inspections	☐ Pre-trip and/or post-trip inspections are not being performed regularly. Damage and/or mechanical issues have not been reported. Does not use full potential of technology. Like not noting DEF, headlights, etc. instead of creating radio traffic.	☐ Pre-trip and/or post-trip inspections are being performed regularly. Damage and/or mechanical issues are reported timely and appropriately. Will use technology by noting DEF, headlights, etc. instead of creating radio traffic.	☐ Pre-trip and/or post-trip inspections are being performed regularly. Mechanical issues are being reported timely. No damages detected. Uses technology. Like not noting DEF, headlights, etc. instead of creating radio traffic.
Evacuations	☐ Doesn't follow office directions and/or evacuation procedures; doesn't properly instruct students, participates in drill, train student helpers or has to be reminded to turn in paperwork.	☐ Generally follows office directions and evacuation procedures; may or may not instruct students, participates in drill and/or train student helpers; turns in paperwork.	☐ Follows office directions and evacuation procedures; properly instructs students; participates in drill; trains student helpers; turns in paperwork as instructed.
General	☐ This employee has frequent job performance concerns.	☐ This employee does a good job and brings value to the school system.	☐ This employee exhibits exceptional job performance and is a significant value to the school system.

OVERALL EVALUATION SCORES

Bus Driver Performance Evaluation Scores:

Dependability...	_____
Workplace Qualities	_____
Job Performance	_____
Performance Score	_____

☐ DOES NOT MEET EXPECTATIONS (score 1-13)
☐ MEETS EXPECTATIONS (score 14-26)
☐ EXCEEDS EXPECTATIONS (score 27-39)

Final Bus Driver Evaluation Score:

Bus Driving Skills	_____
Student Management	_____
Performance	_____
Final Score	_____

☐ DOES NOT MEET EXPECTATIONS (score 1-26)
☐ MEETS EXPECTATIONS (score 27-52)
☐ EXCEEDS EXPECTATIONS (score 53-78)

Evaluator Notes, Conclusions and Recommendations:

Evaluators Name and Title: _____   Evaluation Date: _____

Employee Notes

I certify that this evaluation has been discussed with me and I have received a copy. I understand that my signature does not necessarily indicate my agreement with the evaluation.

Employee Signature: _____   Date Reviewed: _____

PLYMOUTH COMMUNITY SCHOOL CORPORATION
TRANSPORTATION DEPARTMENT

BUS DRIVER SKILLS EVALUATION

Employee Name: _____ Employee #: _____ Evaluation Date: _____

Evaluation Type: ☐ 30 Day Evaluation ☐ Annual Evaluation ☐ Random Evaluation

PERFORMANCE FACTORS

1 Does Not Meet Expectations
Unacceptable
Week
Poor
Less than Acceptable

2 Meets Expectations
Good
Acceptable
Satisfactory
Average

3 Exceeds Expectations
Excellent
Exceptional
Mastery
More than Acceptable

VERIFY DRIVER HAS THEIR… — SCORE
- ☐ DOT Physical
- ☐ Drivers License
- ☐ PCSC ID Badge

RAILROAD CROSSING — SCORE
- ☐ Checks Mirrors and Traffic
- ☐ Gives Appropriate Warning
- ☐ Stop Distance
- ☐ Noise Suppression Switch
- ☐ Student Noise
- ☐ Opens Window and Observes
- ☐ Proceeds with Caution

SPECIAL NEEDS — SCORE
- ☐ Properly Secures Restraints
- ☐ Properly Secures Wheelchair
- ☐ Proper Lift Usage
- ☐ Properly Secures or Stows Misc. Equipment
- ☐ Student Documentation in Binder
- ☐ Utilization of Onboard Aide

GENERAL — SCORE
- ☐ Pre-Trip Completed
- ☐ Appropriate Amount of Time Used to Complete Thorough Pre-Trip
- ☐ DEF and Other Issues Indicated on Tablet (not over radio)
- ☐ Preventable Accidents/Incidents
- ☐ Speed Reasonable for Conditions
- ☐ Post-Trip Completed

INTERSECTION — SCORE
- ☐ Checks Mirrors and Traffic
- ☐ Deceleration and Coasting
- ☐ Gap
- ☐ Stopping at Line
- ☐ Full Stop
- ☐ Utilizes Engine Brake

INTERIOR/EXTERIOR — SCORE
- ☐ Overall Cleanliness
- ☐ Driver Area and Dash Clean and Tidy
- ☐ Signage Properly Displayed
- ☐ Bus Rules (English and Spanish) Posted
- ☐ Stop Arm Camera Cleaned Off

MERGING/TURNING/CHANGING LANES — SCORE
- ☐ Signals in Advance
- ☐ Checks Mirrors and Traffic
- ☐ Scans Ahead
- ☐ Accounts for Tail Swing
- ☐ Complete Turn Without Hitting Curb or Property Damage
- ☐ Turning into Traffic

LOADING/UNLOADING — SCORE
- ☐ Checks Mirrors and Traffic
- ☐ Uses Eight Light Warning System Appropriately
- ☐ Distance from Students
- ☐ Students Seated before Moving
- ☐ Points out Any Hazards
- ☐ Student Crossing Procedures

DEFENSIVE DRIVING — SCORE
- ☐ Brakes and Accelerates Smoothly
- ☐ Checks Mirrors and Traffic
- ☐ Safe Following Distance
- ☐ Aware of Surroundings
- ☐ Maintains Proper Lane Usage

BUS DRIVER SKILLS EVALUATION SUMMARY

Skills Evaluation Final Score: _____

☐ DOES NOT MEET EXPECTATIONS (score of 1-9)

☐ MEETS EXPECTATIONS (score of 10-18)

☐ EXCEEDS EXPECTATIONS (score of 19-27)

Evaluator's Summary Notes, Conclusions and Recommendations:

Evaluators Name and Title: _____ Evaluation Date: _____

PLYMOUTH COMMUNITY SCHOOL CORPORATION
TRANSPORTATION DEPARTMENT

BUS DRIVER STUDENT MANAGEMENT EVALUATION

Employee Name: _____   Employee #: _____   Evaluation Date: _____

Evaluation Type: ☐ 30 Day Evaluation   ☐ Annual Evaluation   ☐ Random Evaluation

PERFORMANCE FACTORS

1 Does Not Meet Expectations
Unacceptable
Week
Poor
Less than Acceptable

2 Meets Expectations
Good
Acceptable
Satisfactory
Average

3 Exceeds Expectations
Excellent
Exceptional
Mastery
More than Acceptable

Attitude; Very Important and Powerful   SCORE

☐ Set a good example and be a positive role model

☐ Don't hold grudges or take things personal

☐ Control your temper, tone of voice and language

☐ Listen to students; Be respectful to be respected

☐ Know your students; Establish and maintain a positive rapport with students

☐ Uses student names and greets as they enter/exit the bus

Technique/Approach   SCORE

☐ Clearly establish student expectations

☐ BE CONSISTANT; avoid being lax one day and tough the next

☐ Treat ALL students equal

☐ Speaks firmly and calmly; Maintains composure; Talks with the student, not at, or towering over, the student

☐ Compliment positive behavior; Use preventative measures to avoid misbehavior and enforces rules

☐ Doesn't argue with student and or "grab the rope"

Reasonable Expectations   SCORE

☐ Manages student behavior effectively, consistently and on a professional level

☐ Primarily maintains student discipline without Administrative assistance

☐ Don't threaten to do something you can't; threaten something and NOT do it; doesn't let situations get out of hand

☐ Refers misbehaviors back to rules while using an appropriate level of response

☐ Gets out of seat when necessary to handle situations

☐ Follows Policies and Procedures

Situations that Create Risk   SCORE

☐ Keeps discipline log as needed; Completes conduct report for safety-related behavior

☐ De-escalates situations by "picking battles" appropriately and or not nitpicking

☐ Bus is not noisy and students stay in their seats while the bus is in motion

☐ Confident ability to handle a serious behavioral incident

BUS DRIVER STUDENT MANAGEMENT EVALUATION SUMMARY

Student Management Evaluation Final Score: _____

☐ DOES NOT MEET EXPECTATIONS   ☐ MEETS EXPECTATIONS   ☐ EXCEEDS EXPECTATIONS
(score of 4-6)   (score of 7-9)   (score of 10-12)

Evaluator's Summary Notes, Conclusions and Recommendations:

Evaluators Name and Title: _____   Evaluation Date: _____

Plymouth Community School Corporation
Employee Performance Review
Director of Food Services

Employee Information

Employee Name: Location:

Job Classification: Evaluator Name:

Review Guidelines

Directions:

The intent of this evaluation is to provide information that will enable the employee to improve job performance. Individuals needing to imporve in an area shall be given specific information as to the reasons why improvement is needed and time to correct any deficiencies.

Check one rating for each function. The evaluator may comment on any marking but functions marked "Needs Improvement" or "Ineffective" shall include suggestions for improving performance.

Complete using the following scale:
Highly Effective - Performance at this level is above standards required
Effective - Performance at this level meets all standards and expectations
Needs Improvement - Performance at this level is somewhat below the minimum standard for this element of your job. However, there appears to be potential and the willingness to improve.
Ineffective - Performance on this element of your job is well below the standards and potential and/or willingness to meet the minimum standards is not immediately apparent.

Review of Essential Job Functions

1. Leaderhip & Teamwork

Competencies : Directs, assigns, and evaluates all food service personnel to achieve efficient work environments within the food service department.   Maintains a professinal relationship with all staff, educators & administrators. Contributes to group responsibilities as a team member. Provides effective leaderhip.

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

2. Training & Professional Development

Competencies: *Provide direction, training and in-service for food service employees for the purpose of conveying information relative to job functions. Completes state required annual Professional Development hours. Performs all duties and responsibilities in an ethical & professional manner. Communicates effectively with management team & other employees.*

Highly Effective □   **Effective □**   **Needs Improvement □**   **Ineffective □**

Comments:

┌───┐
│   │
│   │
│   │
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3. Internal Controls & Time Keeping

Competencies: *Adheres to corporation's Internal Controls systems with all invoicing, payroll & time keeping records. Reviews, records and reports employees' hours in K-Time. Ensures any time adjustments, sick/personal days & vacation hours are approved.*

Highly Effective □   **Effective □**   **Needs Improvement □**   **Ineffective □**

Comments:

┌───┐
│   │
│   │
│   │
│   │
└───┘

4. Regulations & Accountability

Competencies: *Maintains integrity of the meal program through compliance of all regulations. Maintains accountability of recorded documentation for compliance at local, state & federal standards. Implement state & federal meal policies & regulations for receiving government reimbursement.*

Highly Effective □   **Effective □**   **Needs Improvement □**   **Ineffective □**

Comments:

┌───┐
│   │
│   │
│   │
│   │
└───┘

5. Menuing & Inventory Control

Competencies: *Plan and determine menus, supervise purchasing and serving of food, and maintain a satisfactory inventory of food to ensue an adequate supply of food within the district.*

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

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| **6. Purchasing, Procurement & Equipment** | ***Competencies:*** *Submits proposals & specific long range needs to ensure the efficient and effective running of the food service department. Works with Maintenance and outside service companies to ensure that all equipment is in good working order.   Adheres to state guidelines for equipment procurement.* |

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

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| **7. Integrity, Ethicacy & Civil Rights** | ***Competencies:*** *Maintains a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment. Ensures that all staff completes the annual Civil Rights Training.* |

                            Effective ☐   **Needs Improvement** ☐   **Ineffective** ☐

Highly Effective ☐

Comments:

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| **8. Program Development & Continuous Improvement** | ***Competencies:*** *Keep informed on current trends in school nutrition & operations in order to provide the highest level of service in our schools.   Annually inspect wellness policy in accordance with state & federal regulations, national trends & corporate goals.* |

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

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9. Sanitation, Safety & Security

Competencies: *Maintains an environment conducive to protecting the health and well-being of the students through high levels of food safety & sanitation standards. Runs an up to date HAACP program compliant with state guidelines. Conducts two annual health inspections for each kitchen through the county health department per year.*

Highly Effective ☐ **Effective** ☐ **Needs Improvement** ☐ **Ineffective** ☐

Comments:

10. Communication

Competencies: *Communicates evectively & openly with food service team. Actively listens to new ideas, comments and concerns and follows up on them. Provides communication in different formats that best serve each individual. Is transparent and open minded to comments, concerns and complaints and is able to take empathetic action on those. Is a source of information for the community and is actively improving communication for the future.*

Highly Effective ☐ **Effective** ☐ **Needs Improvement** ☐ **Ineffective** ☐

Comments:

Comments And Signatures

Evaluator Comments:

Employee Comments:

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I have discussed this performance evaluation with the employee.

Evaluator's Signature

I have reviewed this performance evaluation.

Administrator's Signature

I have read this evaluation of my performance and disccussed it with my evaluator.

Employee's Signature

Plymouth Community School Corporation
Employee Performance Review
Assistant Cook

Employee Name: Location:

Job Classification: Evaluator Name:

Review Guidelines

Directions:

The intent of this evaluation is to provide information that will enable the employee to improve job performance. Individuals needing to imporve in an area shall be given specific information as to the reasons why improvement is needed and time to correct any deficiencies.

Check one rating for each function. The evaluator may comment on any marking but functions marked "Needs Improvement" or "Ineffective" shall include suggestions for improving performance.

Complete using the following scale:
Highly Effective - Performance at this level is above standards required
Effective - Performance at this level meets all standards and expectations
Needs Improvement - Performance at this level is somewhat below the minimum standard for this element of your job. However, there appears to be potential and the willingness to improve.
Ineffective - Performance on this element of your job is well below the standards and potential and/or willingness to meet the minimum standards is not immediately apparent.

Review of Essential Job Functions

1. Teamwork   *Competencies* : *Maintains high standards for all performed tasks in order to elevate the team overall. Maintains a professional relationship with all staff, educators & administrators. Contributes to group responsibilities as a team member.*

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

2. Training & Professional Development

Competencies: Adheres to all training and standards set forward by the Head Cook, Director and Administration. Completes state required annual Professional Development hours. Performs all duties and responsibilities in an ethical & professional manner. Communicates effectively with management team & other employees.

Highly Effective □   **Effective □**   **Needs Improvement □**   **Ineffective □**

Comments:

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3. Time Keeping & Attendance

Competencies: Utilizes time clock and time keeping in an ethical and honest manor. Reviews, records and reports employees' hours in K-Time.   Ensures any time adjustments, sick/personal days & vacation hours are approved. Is on time and present to work on a daily basis.

Highly Effective □   **Effective □**   **Needs Improvement □**   **Ineffective □**

Comments:

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4. Regulations & Accountability

Competencies: Maintains integrity of the meal program through compliance of all regulations. Maintains accountability of recorded documentation for compliance at local, state & federal standards.   Implement state & federal meal policies & regulations for receiving government reimbursement.

Highly Effective □   **Effective □**   **Needs Improvement □**   **Ineffective □**

Comments:

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5. Service, Quality & Standards of Food

Competencies: *Maintains high standards of control for quality food production and serice. Follows operational procedures for efficient and safe food production and service. Gaurantees food is safe and to the highest standards of quality through the entire flow of food.*

Highly Effective ☐   Effective ☐   Needs Improvement ☐   Ineffective ☐

Comments:

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6. Equipment

Competencies: *Adheres to administrative policies for proper use and care of all equipment. Keeps equipment clean and in good working order in order to further prolong life of equpment.*

Highly Effective ☐   Effective ☐   Needs Improvement ☐   Ineffective ☐

Comments:

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7. Integrity, Ethicacy & Civil Rights

Competencies: *Maintains a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment. Completes Civil Rights Training annually.*

Highly Effective ☐   Effective ☐   Needs Improvement ☐   Ineffective ☐

Comments:

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8. Sanitation, Safety & Security

Competencies: *Maintains an environment conducive to protecting the health and well-being of the students through high levels of food safety & sanitation standards. Adheres to the up to date HAACP program compliant with state guidelines.*

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

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9. Communication	***Competencies:*** *Communicates evectively & openly with food service team. Actively listens to new ideas, comments and concerns and follows up on them. Provides communication in different formats that best serve each individual. Is transparent and open minded to comments, concerns and complaints and is able to take empathetic action on those. Is a source of information for the community and is actively improving communication for the future.*

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

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10. Customer Service	***Competencies:*** *Maintains high standards for the presentation and service of food in a pleasant environment. Handles customer concerns with tact, courtesy, cooperation and communication. Treats all students, faculty and staff as guests in our cafeterias. Serves guests with personalized treatment, eye contact, a warm greeting and a fond farewell, service with a smile!*

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

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Comments And Signatures

Evaluator Comments:

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Employee Comments:

I have discussed this performance evaluation with the employee.

Evaluator's Signature

I have reviewed this performance evaluation.

Administrator's Signature

I have read this evaluation of my performance and disccussed it with my evaluator.

Employee's Signature

Plymouth Community School Corporation
Employee Performance Review
Dishes

Employee Name: Location:

Job Classification: Evaluator Name:

Review Guidelines

Directions:

The intent of this evaluation is to provide information that will enable the employee to improve job performance. Individuals needing to imporve in an area shall be given specific information as to the reasons why improvement is needed and time to correct any deficiencies.

Check one rating for each function. The evaluator may comment on any marking but functions marked "Needs Improvement" or "Ineffective" shall include suggestions for improving performance.

Complete using the following scale:
Highly Effective - Performance at this level is above standards required
Effective - Performance at this level meets all standards and expectations
Needs Improvement - Performance at this level is somewhat below the minimum standard for this element of your job. However, there appears to be potential and the willingness to improve.
Ineffective - Performance on this element of your job is well below the standards and potential and/or willingness to meet the minimum standards is not immediately apparent.

Review of Essential Job Functions

1. Teamwork   ***Competencies*** *: Maintains high standards for all performed tasks in order to elevate the team overall. Maintains a professional relationship with all staff, educators & administrators. Contributes to group responsibilities as a team member.*

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

2. Training & Professional Development

Competencies: *Adheres to all training and standards set forward by the Head Cook, Director and Administration. Completes state required annual Professional Development hours. Performs all duties and responsibilities in an ethical & professional manner. Communicates effectively with management team & other employees.*

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

---

3. Time Keeping & Attendance

Competencies: *Utilizes time clock and time keeping in an ethical and honest manor. Reviews, records and reports employees' hours in K-Time.   Ensures any time adjustments, sick/personal days & vacation hours are approved. Is on time and present to work on a daily basis.*

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

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4. Equipment

Competencies: *Adheres to administrative policies for proper use and care of all equipment. Keeps equipment clean and in good working order in order to further prolong life of equpment.*

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

5. Integrity, Ethicacy & Civil Rights

Competencies: *Maintains a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment. Completes Civil Rights Training annually.*

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

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6. Sanitation, Safety & Security

Competencies: *Maintains an environment conducive to protecting the health and well-being of the students through high levels of food safety & sanitation standards. Adheres to the up to date HAACP program compliant with state guidelines.*

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

---

7. Communication

Competencies: *Communicates evectively & openly with food service team. Actively listens to new ideas, comments and concerns and follows up on them. Provides communication in different formats that best serve each individual. Is transparent and open minded to comments, concerns and complaints and is able to take empathetic action on those. Is a*

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

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8. Customer Service

Competencies: *Maintains high standards for the presentation and service of food in a pleasant environment. Handles customer concerns with tact, courtesy, cooperation and communication. Treats all students, faculty and staff as guests in our cafeterias. Serves guests with personalized treatment, eye contact, a warm greeting and a fond farewell,*

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

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Comments And Signatures

Evaluator Comments:

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Employee Comments:

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I have discussed this performance evaluation with the employee.

Evaluator's Signature

I have reviewed this performance evaluation.

Administrator's Signature

I have read this evaluation of my performance and disccussed it with my evaluator.

Employee's Signature

Plymouth Community School Corporation
Employee Performance Review
Head Cook

Employee Information

Employee Name: Location:

Job Classification: Evaluator Name:

Review Guidelines

Directions:

The intent of this evaluation is to provide information that will enable the employee to improve job performance. Individuals needing to imporve in an area shall be given specific information as to the reasons why improvement is needed and time to correct any deficiencies.

Check one rating for each function. The evaluator may comment on any marking but functions marked "Needs Improvement" or "Ineffective" shall include suggestions for improving performance.

Complete using the following scale:

Highly Effective - Performance at this level is above standards required

Effective - Performance at this level meets all standards and expectations

Needs Improvement - Performance at this level is somewhat below the minimum standard for this element of your job. However, there appears to be potential and the willingness to improve.

Ineffective - Performance on this element of your job is well below the standards and potential and/or willingness to meet the minimum standards is not immediately apparent.

Review of Essential Job Functions

1. Leaderhip & Teamwork

Competencies : Directs, assigns, and evaluates all food service personnel to achieve efficient work environments within the food service department.   Maintains a professinal relationship with all staff, educators & administrators. Contributes to group responsibilities as a team member. Provides effective leaderhip.

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

2. Training & Professional Development

Competencies: *Provide direction, training and in-service for food service employees for the purpose of conveying information relative to job functions.   Completes state required annual Professional Development hours. Performs all duties and responsibilities in an ethical & professional manner. Communicates effectively with management team & other employees.*

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

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3. Internal Controls & Time Keeping

Competencies: *Adheres to corporation's Internal Controls systems with all invoicing, payroll & time keeping records. Reviews, records and reports employees' hours in K-Time. Ensures any time adjustments, sick/personal days & vacation hours are approved.*

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

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4. Regulations & Accountability

Competencies: *Maintains integrity of the meal program through compliance of all regulations. Maintains accountability of recorded documentation for compliance at local, state & federal standards.   Implement state & federal meal policies & regulations for receiving government reimbursement.*

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

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5. Service, Ordering & Inventory Control

Competencies: *Maintains high standards of control for quality food production and serice. Follows operational procedures for efficient and safe food production and service. Supervise purchasing and serving of food, and maintain a satisfactory inventory of food to ensue an adequate supply of food within the district.*

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

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6. Equipment

Competencies: *Works with Maintenance and outside service companies to ensure that all equipment is in good working order.   Adheres to administrative policies for proper use and care of all equipment.*

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

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7. Integrity, Ethicacy & Civil Rights

Competencies: *Maintains a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment. Ensures that all staff completes the annual Civil Rights Training.*

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

8. Sanitation, Safety & Security

Competencies: *Maintains an environment conducive to protecting the health and well-being of the students through high levels of food safety & sanitation standards. Runs an up to date HAACP program compliant with state guidelines.   Is aware of county health inspections for individual kitchen and posts up to day health inspection visible in cafeteria.*

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

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9. Communication

Competencies: *Communicates evectively & openly with food service team. Actively listens to new ideas, comments and concerns and follows up on them. Provides communication in different formats that best serve each individual. Is transparent and open minded to comments, concerns and complaints and is able to take empathetic action on those. Is a source of information for the community and is actively improving communication for the future.*

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

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10. Customer Service

Competencies: *Maintains high standards for the presentation and service of food in a pleasant environment. Handles customer concerns with tact, courtesy, cooperation and communication. Treats all students, faculty and staff as guests in our cafeterias. Serves guests with personalized treatment, eye contact, a warm greeting and a fond farewell, service with a smile!*

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

Comments And Signatures

Evaluator Comments:

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Employee Comments:

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I have discussed this performance evaluation with the employee.

Evaluator's Signature

I have reviewed this performance evaluation.

Administrator's Signature

I have read this evaluation of my performance and disccussed it with my evaluator.

Employee's Signature

Plymouth Community School Corporation
Employee Performance Review
Lunch Clerk

Employee Information

Employee Name: Location:

Job Classification: Evaluator Name:

Review Guidelines

Directions:

The intent of this evaluation is to provide information that will enable the employee to improve job performance. Individuals needing to imporve in an area shall be given specific information as to the reasons why improvement is needed and time to correct any deficiencies.

Check one rating for each function. The evaluator may comment on any marking but functions marked "Needs Improvement" or "Ineffective" shall include suggestions for improving performance.

Complete using the following scale:
Highly Effective - Performance at this level is above standards required
Effective - Performance at this level meets all standards and expectations
Needs Improvement - Performance at this level is somewhat below the minimum standard for this element of your job. However, there appears to be potential and the willingness to improve.
Ineffective - Performance on this element of your job is well below the standards and potential and/or willingness to meet the minimum standards is not immediately apparent.

Review of Essential Job Functions

1. Teamwork   *Competencies* : *Maintains high standards for all performed tasks in order to elevate the team overall. Maintains a professinal relationship with all staff, educators & administrators. Contributes to group responsibilities as a team member.*

Highly Effective □   Effective □   Needs Improvement □   Ineffective □

Comments:

2. Training & Professional Development

Competencies: *Adheres to all training and standards set forward by the Head Cook, Director and Administration. Completes state required annual Professional Development hours. Performs all duties and responsibilities in an ethical & professional manner. Communicates effectively with management team & other employees.*

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

---

3. Time Keeping & Attendance

Competencies: *Utilizes time clock and time keeping in an ethical and honest manor. Reviews, records and reports employees' hours in K-Time.   Ensures any time adjustments, sick/personal days & vacation hours are approved. Is on time and present to work on a daily basis.*

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

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4. Regulations, Internal Controls & Accountability

Competencies: *Maintains integrity of the meal program through compliance of all regulations. Maintains accountability of recorded documentation for compliance at local, state & federal standards.   Adheres to corporation's internal controls system for all reports; attendance PowerSchool, meal reimbursement Nutrikids. Files Internal Control reports accurately and on time.*

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

5. Service, Quality & Standards

Competencies: *Maintains high standards of control for quality food production and service. Follows state and federal guidelines for items that equate to a reimbursable meal.*

Highly Effective ☐   Effective ☐   Needs Improvement ☐   Ineffective ☐

Comments:

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6. Equipment

Competencies: *Adheres to administrative policies for proper use and care of all equipment. Keeps equipment clean and in good working order in order to further prolong life of equpment.*

Highly Effective ☐   Effective ☐   Needs Improvement ☐   Ineffective ☐

Comments:

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7. Integrity, Ethicacy & Civil Rights

Competencies: *Maintains a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment. Completes Civil Rights Training annually.*

Highly Effective ☐   Effective ☐   Needs Improvement ☐   Ineffective ☐

Comments:

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8. Sanitation, Safety & Security

Competencies: *Maintains an environment conducive to protecting the health and well-being of the students through high levels of food safety & sanitation standards. Adheres to the up to date HAACP program compliant with state guidelines.*

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

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9. Communication

Competencies: Communicates evectively & openly with food service team. Actively listens to new ideas, comments and concerns and follows up on them. Provides communication in different formats that best serve each individual. Is transparent and open minded to comments, concerns and complaints and is able to take empathetic action on those. Is a source of information for the community and is actively improving communication for the future.

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

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10. Customer Service

Competencies: Maintains high standards for the presentation and service of food in a pleasant environment. Handles customer concerns with tact, courtesy, cooperation and communication. Treats all students, faculty and staff as guests in our cafeterias. Serves guests with personalized treatment, eye contact, a warm greeting and a fond farewell, service with a smile!

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

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Comments And Signatures

Evaluator Comments:

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Employee Comments:

I have discussed this performance evaluation with the employee.

Evaluator's Signature

I have reviewed this performance evaluation.

Administrator's Signature

I have read this evaluation of my performance and disccussed it with my evaluator.

Employee's Signature

Plymouth Community School Corporation
Employee Performance Review
Server/Tables

Employee Name: Location:

Job Classification: Evaluator Name:

Review Guidelines

Directions:

The intent of this evaluation is to provide information that will enable the employee to improve job performance. Individuals needing to imporve in an area shall be given specific information as to the reasons why improvement is needed and time to correct any deficiencies.

Check one rating for each function. The evaluator may comment on any marking but functions marked "Needs Improvement" or "Ineffective" shall include suggestions for improving performance.

Complete using the following scale:
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Ineffective - Performance on this element of your job is well below the standards and potential and/or willingness to meet the minimum standards is not immediately apparent.

Review of Essential Job Functions

1. Teamwork   ***Competencies*** *: Maintains high standards for all performed tasks in order to elevate the team overall. Maintains a professinal relationship with all staff, educators & administrators. Contributes to group responsibilities as a team member.*

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

2. Training & Professional Development

Competencies: *Adheres to all training and standards set forward by the Head Cook, Director and Administration. Completes state required annual Professional Development hours. Performs all duties and responsibilities in an ethical & professional manner. Communicates effectively with management team & other employees.*

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

3. Time Keeping & Attendance

Competencies: *Utilizes time clock and time keeping in an ethical and honest manor. Reviews, records and reports employees' hours in K-Time.   Ensures any time adjustments, sick/personal days & vacation hours are approved. Is on time and present to work on a daily basis.*

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

4. Regulations & Accountability

Competencies: *Maintains integrity of the meal program through compliance of all regulations. Maintains accountability of recorded documentation for compliance at local, state & federal standards.   Implement state & federal meal policies & regulations for receiving government reimbursement.*

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

5. Service, Quality & Standards of Food

Competencies: *Maintains high standards of control for quality food production and service. Follows operational procedures for efficient and safe food production and service. Gaurantees food is safe and to the highest standards of quality through the entire flow of food.*

Highly Effective ☐　　**Effective** ☐　　　　**Needs Improvement** ☐　　　　**Ineffective** ☐

Comments:

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6. Equipment

Competencies: *Adheres to administrative policies for proper use and care of all equipment. Keeps equipment clean and in good working order in order to further prolong life of equpment.*

Highly Effective ☐　　**Effective** ☐　　　　**Needs Improvement** ☐　　　　**Ineffective** ☐

Comments:

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7. Integrity, Ethicacy & Civil Rights

Competencies: *Maintains a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment. Completes Civil Rights Training annually.*

Highly Effective ☐　　**Effective** ☐　　　　**Needs Improvement** ☐　　　　**Ineffective** ☐

Comments:

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8. Sanitation, Safety & Security

Competencies: *Maintains an environment conducive to protecting the health and well-being of the students through high levels of food safety & sanitation standards. Adheres to the up to date HAACP program compliant with state guidelines.*

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

```



```

9. Communication

Competencies: *Communicates evectively & openly with food service team. Actively listens to new ideas, comments and concerns and follows up on them. Provides communication in different formats that best serve each individual. Is transparent and open minded to comments, concerns and complaints and is able to take empathetic action on those. Is a source of information for the community and is actively improving communication for the future.*

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

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10. Customer Service

Competencies: *Maintains high standards for the presentation and service of food in a pleasant environment. Handles customer concerns with tact, courtesy, cooperation and communication. Treats all students, faculty and staff as guests in our cafeterias. Serves guests with personalized treatment, eye contact, a warm greeting and a fond farewell, service with a smile!*

Highly Effective ☐   **Effective** ☐   **Needs Improvement** ☐   **Ineffective** ☐

Comments:

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Comments And Signatures

Evaluator Comments:

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Employee Comments:

I have discussed this performance evaluation with the employee.

Evaluator's Signature

I have reviewed this performance evaluation.

Administrator's Signature

I have read this evaluation of my performance and disccussed it with my evaluator.

Employee's Signature