

Harrisburg School District	NEPN Code: AFC
Policy Manual	

NON-COLLECTIVE BARGAINING STAFF EVALUATION

In order to encourage a high quality of professional staff performance, a continuous evaluation program for professional staff that is not part of a collective bargaining group will be established.

Performance Appraisals are designed to:

- Assure a factual, objective analysis of performance as it compares to position requirements.
- Provide the opportunity to discuss interests or concerns with supervision.
- Identify areas of excellence as well as improvement.
- Provide a basis for coordinating goals and objectives.

Continuous feedback formally or informally throughout the year is encouraged. Feedback in regards to the acknowledging strengths or needs of improvement contributes to the success of the professional and in turn, the school district.

Formal evaluations include a performance appraisal delivered at least annually. Supervisors have the discretion to use the formal performance appraisal more frequently as they see fit. Formal appraisals are to be written and discussed with the staff member. Following the discussion, the appraisal tool will be signed by the evaluator and staff member, and incorporated into the personnel file of the staff member. The signature of the staff member does not indicate approval or disapproval of the evaluation, but that the evaluation has been discussed.

Adopted: March 24, 2014

Revised: