

(Formerly #4417)

The Keene School Board believes that the primary purpose of a performance review is to inform employees about their level of performance and to offer constructive help as to how they can improve.

The Board endorses a regular system of performance reviews and recognizes that this system is designed to:

- a. Maintain or improve each employee's job satisfaction by showing an interest in his/her development.
- b. Serve as a systematic guide in planning further improvement in job performance.
- c. Assure a considered opinion of an employee's performance.
- d. Assist in determining and recording special talents, skills, and/or deficiencies.
- e. Provide an opportunity for each employee to discuss concerns about his/her job.
- f. Assemble data for use as a guide for such purposes as wage adjustments, promotions, training opportunities, disciplinary action, reassignment, and dismissal.

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ADMINISTRATIVE PROCEDURE TO ACCOMPANY POLICY GCO
PERFORMANCE REVIEW

1. During the three-month probationary period, the supervisor will meet with the new employee at the end of the third month in order to provide input about the employee's progress. The probationary performance review must be of an overall satisfactory rating for an employee to become a permanent staff member.
2. Each employee shall receive an annual performance review at least 30 days prior to July 1 of each year. The performance review will be conducted by the immediate supervisor subject to review by the principal, director of buildings and grounds or assistant superintendent where applicable. Reviews of performance may be conducted on a more frequent basis when desirable, however, in no case will the review be held less frequently than once a year.
3. Unsatisfactory Evaluation. An employee who receives an overall unsatisfactory evaluation will not be eligible for a pay increment. The employee will be reevaluated in three months in order to assess progress shown by the employee and an increment may be recommended at that time. An employee who receives two consecutive overall ratings of unsatisfactory may be subject to dismissal. It shall remain the responsibility of the supervisor to point out specific areas of weakness and to suggest constructive ways to improve job performance.
4. Performance reviews will be made on forms provided by the personnel office and a signed copy will be included in the employee's personnel file. A copy will also be given to the employee.
5. Terminating employees will be evaluated at the time of separation and such record will become part of the employee's permanent file.

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