

Title:	Personnel Performance Management Policy	Related Policies:	
Number:	3.15	Related Procedures:	
Status:	APROVED	Adopted:	
Owner:	E. Jaleel (HR Committee Chair)	Accounting:	
Last Revised:	9-26-09 11-21-09	Legal:	
Policy Detail			

This policy reflects section 4.3 of the Amana Academy Charter entitled “Personnel Matters”.

The purpose of this policy is:

1. To improve the quality of education and operation at Amana Academy,
2. To provide information for employees that helps them improve their performance,
3. To provide information which is used as the basis for sound personnel decisions.

All fulltime and part time personnel employed by the Amana Academy Governing Board via a contract agreement shall have their work performance evaluated a minimum twice per academic year by an appropriately trained evaluator using a standards-based procedure that includes self-assessment by the employee. One evaluation shall be completed and feedback shared with employee one month prior to personnel contracts [specific to the role] being issued. This policy does not directly apply to workers who provide services to Amana Academy through a third-party agency, as the school’s Executive Director or designee shall evaluate their performance based on agreed upon expectations using his/her discretion consistent with good management practices.

Fulltime and part time personnel who receive an unsatisfactory annual evaluation will be subject to any specific or combination of the following actions:

- they will be placed on a performance improvement plan;
- if applicable, they will not be awarded any incentive compensation for their current year of employment, and not be awarded any salary increase for the following year;
- their employment contract will not be renewed. All performance evaluation records shall be part of the personnel evaluation file and shall be confidential.

The Governing Board will have sole discretion to review or act upon any challenge to the final unsatisfactory rating brought forth by an employee.