Policy #:	**HRS.450.2**
Policy Title:	Staff Performance
Approval Date:	4/26/21
Review Date:	N/A
Related Documents:	22-32-110 (1)(h) 22-63-301 22-63-302 22-63-403 MVCS Employee/DPE Informed Consent form

Personnel Files
An employee, former employee, or designee named in writing has the right to inspect or receive a copy of his/her personnel records. All requests should be in writing and given to the Business Manager who must respond within 72 hours. Employees or former employees are not entitled to inspect or copy: letters of reference, records that relate to an investigation of possible criminal activity, ratings, reports or records obtained prior to employment. MVCS will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations or otherwise legally required.

Professional Development
Employees are highly encouraged to remain trained within their field and are required to take the appropriate classes to maintain licensure if applicable. Each employee will be asked to complete a Professional Growth Plan at the beginning of each school year, and attend a minimum of two trainings/webinars/seminars that would be beneficial to his/her position at MVCS during that year. One session will be provided as group instruction during the back to school staff training. At least one additional training should be scheduled by the employee or will be suggested by the supervisor. Various courses/webinars/seminars are provided by District 51 or may be found through additional vendors. Employees are asked to stay as close to Mesa county as possible but may attend training outside of the area. The employee should submit a PD Training Request Form to the Director for approval if the employee would like funding from MVCS or will be missing a scheduled work day. This document should indicate the type of training, location, and cost involved. The employee should submit any documentation for reimbursement upon return. If MVCS contributed to the cost of the training, a PD Response Form must be completed indicating how the employee will share the information learned. Employees paying for a pre-approved relevant course with their own funds should bring in proof of attendance. MVCS will contribute up to $1,000 for each employee for further training within a three-year period. Employees may choose to attend one large conference in a three-year period that will use up their allotment, or take small classes each of the three years. If relevant training within a

three-year period will exceed $1,000, the employee may still submit a request to the Director who will bring the request before the BOD. If the employee leaves within one calendar year of completing the funded training, the employee must repay the school for the expense.

MVCS will contribute toward further education of employees when the following apply:

- The endorsement or qualification is needed to fill an unfulfilled need at the school (short staff within a specific department).
- The qualifications for a certain job have changed and the person currently filling the position now needs additional training.
- The MVCS administration determines that such training is necessary for future development of the position.
- An MVCS educator needs to keep a license current.
- The position requires the licensure or endorsement (per MVCS and/or State requirements).
- The school would benefit from the training the employee receives.

MVCS will not contribute under the following circumstances:

- The employee is wanting to change a position, leaving a position they are already qualified for.
- The employee is seeking additional education in an area they are already highly qualified for.

PERFORMANCE EVALUATION

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor. Teachers, academic advisors, and all provisional (first-year) employees, will be evaluated both at mid-year and year-end. All other staff members will be evaluated at the end of the school year. Provisional employees may be required to participate in a more extensive review to assist in acclimating to the MVCS environment. First-year employees will be asked to meet the expectations that are explained at the beginning of the school year, and that are presented at the mid-year review. Failure to meet those requirements will reflect on the goals/mission of MVCS, and will result in a non-renewal of contract for the following school year. Written evaluations will be completed which may include reports, correspondence, and other memoranda to document performance information. All employees will receive a copy of their evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Should an employee need support in an area that is recognized during a review or in some cases, prior to a review, a Performance Focus Plan (PFP) may be implemented. A

PFP is used to support growth in an area where the employee needs assistance to reach a professional goal desired by the employee, administration, or the Colorado Department of Education (CDE). Unlike an improvement plan, a PFP may be given in a lower scoring area of a review even if a score is within acceptable range. A PFP contains a description of the area of focus, anticipated outcome and measure, as well as support and timeline information. The Director or supervisor will assist the employee in reaching this goal by providing support in various ways within the given timeline or requesting that all professional development be taken in the area of focus. A meeting with the Director or supervisor will be scheduled on the dates listed within the PFP to discuss the level of growth. Should the goal(s) not be reached at the end of the scheduled PFP, a new PFP may be written or the Director or supervisor may opt for other solutions. The employee and Business Manager will each receive a copy of the PFP at initiation.

DISCIPLINE

In an effort to correct employee misconduct at the earliest stage possible, MVCS administration may implement a stair-step disciplinary procedure. This may begin first with a verbal warning. The next offense would proceed to a written warning; the next step is suspension; followed by termination of employment. Although MVCS may utilize such stair-step disciplinary procedures, MVCS reserves the right to skip any or all steps and immediately discharge an employee. The stair-step disciplinary procedure does not forfeit the at-will status of its employees and MVCS preserves the at-will nature of the employment relationship. Accordingly, discharge may be initiated by MVCS at any time, with or without cause, and with or without notice.

GRIEVANCE PROCEDURES

Employees who have a complaint about their terms or conditions of work are encouraged to resolve their concerns informally with their co-workers and/or supervisors at the lowest level possible. If the employee is not satisfied with the outcome of the informal resolution, then the employee may file a formal complaint.

If an employee has a complaint or concern regarding their terms or conditions of work, the individual shall first bring the complaint or concern in writing to the Director or to the Business Manager. If the complaint is against the Director, then the President of the BOD must be contacted. The complaint must be brought within 15 school days of the date that the complainant knew or should have known of the alleged harm. The complaint must be specific and—where possible—suggest a resolution. The Director/BOM must hear the complaint, attempt to remedy the complaint in the best interest of the affected parties, and document the outcome. The Director/BOM must respond to the complainant and issue a final decision in writing within 10 days of the Director/BOM's receipt of the complaint.

If the complainant is not satisfied with the Director's final decision, then the individual may appeal the complaint in writing to the BOD within 10 days of receiving the Director's final decision. The complaint shall be directed to the President of the Board, and shall include a copy of the written complaint to the Director along with a copy of the Director's final decision. A copy of this appeal shall also be delivered to the Director. The President of the Board, at the next regular meeting of the Board, shall provide a copy of the complaint record to all Board members. The Board's decision shall be decided on a review of the record developed at the Director's level. Any action of the BOD regarding the complaint shall be taken in compliance with the Colorado Open Meetings Act.

Separation of Employment

Employees may resign or be discharged from employment. Under either circumstance, the following apply.

- An exiting employee may not take any MVCS property with him/her; the employee is not to retain MVCS information in any form. MVCS reserves the right to examine boxes, briefcases, or other receptacle of an exiting employee to ensure this.
- The Teacher Employment Compensation and Dismissal Act (payment of teachers' salaries upon dismissal) does not apply in the at-will employment environment of MVCS. All earnings due up to the date of dismissal, including unused PTO hours, will be paid on the next regularly-scheduled pay date.
- Exiting employees are asked to complete an Exit Interview Questionnaire and are given the opportunity to discuss the questionnaire with the Business Manager. The employee has the right to ask that answers and/or comments be forwarded to the Director, Assistant Director, or BOD. The employee may also ask that answers and/or comments be kept confidential.
- Former employees may not enter areas that are not open to the public after they are no longer employed by MVCS. Furthermore, a discharged employee may not to return to the premises of MVCS without prior approval of the Director.