

Employee Appraisal FAQ for Supervisors and Appraisers

Are supervisors / appraisers to submit End of Year Evaluations for any employee?

No. The district has requested to waive DN, DNA, and DNB-Local policies requiring annual evaluations of employees. Appraisers will have no action to take in Cornerstone prior to the conclusion of this appraisal cycle (ending August 31 or contract end date). This includes:

- TEI Observations (Spot/Extended)
- TEI Summative
- TEI SLO Accomplishment
- APEI Phase 3: End of Year
- PEI Check Point 4
- SCAI
- LPDAS
- Career Management System (CMS)
- Coaching Evaluation Record (Athletics only)

What should I communicate to my direct reports/team members?

- Due to circumstances arising from the COVID-19 outbreak, the district has waived Board policy and guidelines for employee appraisal in 2019-20.
- Employees will be held harmless during this time and will receive No Appraisal documentation in the employee personnel record outlining the circumstances surrounding the COVID-19 outbreak.

What if all required TEI components were not completed for teachers?

- No new formal observations (**Spot or Extended**) should be completed during the school closure time; however, campus leaders are encouraged to provide informal feedback that will facilitate teacher growth.
- In lieu of the **Summative** evaluation, teachers will be provided "No Appraisal" documentation in their personnel file. No 2019-2020 TEI Scorecards will be produced.
- Teachers do not need to submit the **SLO** Accomplishment task, nor should appraisers score any outstanding SLO tasks for this school year. If an SLO has been submitted and scored, it will not affect the teacher in any way.

I have outstanding tasks in Cornerstone. Should I submit?

No additional 2019-20 Review tasks should be submitted by appraisers this year. Employees will be provided No Appraisal documentation in the employee personnel record.

What steps should I take to address an employee with performance concerns if no appraisal is to be submitted this year?

While no formal end of year evaluation will be submitted this year, HCM recommends that appraisers continue to document areas for growth through Individual Intervention Plans (IIP), Letters of Concerns, and the progressive discipline process. Please contact HCM at 972.749.5712 for support with specific situations.

How will employees know their salary for 2020-2021?

The Board of Trustees will approve the compensation plan during the budget approval process in June 2020.

TEI Compensation Proposal: Returning teachers with prior year TEI data will carry over the 2019-2020 Effectiveness Level in abeyance. These teachers will earn the greater of (1) Change to the TEI Compensation level or (2) Board approved increase. 2019-2020 newly hired teachers who do not yet have an Effectiveness Level will be placed on the 2020-2021 New Hire Schedule or may eligible for a board-approved increase.