January 14, 2016

TO: Administrators and Supervisors

FROM: Dr. Seymour Brown, Director, Human Resources

 Carol Norton, Director, Human Resources

SUBJECT: Supporting Services Annual Performance Appraisals

Enclosed is a printout of all Supporting Services full-time regular (FR), part-time regular (PR) and PTS employees (who are pay grade E06 and below) who are due for their annual performance appraisals. Please note that the printout includes a continuous employment date to help you determine those employees eligible to participate in the Alternative Evaluation System.

You are asked to use the interactive forms available through the PCS Forms page on the internet. The rated form is PCS Form 3-268, and the Alternative, non-rated form is PCS Form 3-268-A. The column entitled **“Code”** documents the type of appraisal used last with your Support employees. An **“A”** notates the use of the annual rated form (PCS 3-268) and the **“L”** documents the use of the alternative, non-rated form (PCS 3-268-A). You may also see other codes regarding last year’s appraisal: **M-**Missing, **O**-On Leave, **T**–Transferred**, S**-Sent back for corrections, not returned.

The *Alternative Performance Appraisal (PCS Form 3-268-A)* for Supporting Services Personnel is a choice for those employees who meet **al**l of the following criteria:

* Have at least three (3) years of continuous service
* Did not have any ratings below satisfactory last year
* Are not on probation
* Are not currently experiencing any performance problems

Make certain that all Supporting Services appraisals are completed. *Anyone listed on the printout requires an appraisal including PTS employees at pay grade E06 and below*. **Full-time and part-time temporary, substitute positions, additional positions, and employees on probation are not listed on the printout and do not require an appraisal**. If you are not submitting an appraisal for someone at this time, please note the reason next to his/her name on the printout (i.e. Resigned, LOA, etc.)

Just a reminder, if you have an employee who has transferred out of your site to another cost center this year, you may still be required to complete an appraisal.

* Please use the interactive appraisal form through the internet. Please use blue ink for signatures or if you are completing the form in hardcopy. This helps to determine the “original” form when it is returned to Human Resources. Do not use pencil. Please write legibly.
* **The appraisal should reflect the employee’s legal name (last, first and middle initial), in the employee name fields. (The enclosed list has the employee’s legal name listed)**
* **Please add the last 4 digits of their social security number after their legal last name.**
* If a name has been omitted on the employee printout, please contact Sherri Bennett for Areas 1 & 4 or Louise Gunter for Areas 2 & 3 before completing an appraisal to verify if one is actually required.
* Any rating, other than *satisfactory*, **requires** a remark on the appraisal.
* Please do not tape or paste anything to the appraisal.
* If a correction is required on an appraisal, please do not “white out” any information. Please “cross off” or “line through” an error and place your initials next to the correction.
* Only an administrator can sign the appraisal (HPO’s, Food Service Managers, teachers, etc. may provide input to the appraisal but cannot sign off on the appraisal).
* The Food Services Department will be completing all Food Service employee appraisals starting this year, so at the school level, Food Service Employees will not be listed. Food Services Department will receive a list of all Food Service Employees.
* All **original appraisal forms** need to be returned in **one** package, in **ALPHABETICAL ORDER** by the employees’ last name with the **employee printout attached to the top of the package of all appraisal forms.**

Please send all completed appraisals to your HR Representative, Human Resources at the Administration Building on or before the due date of **February 22, 2016**.

If you have any questions contact your HR Representative.