

**Compensation, Benefits and  
Work Environment Guide  
for  
Supervisory, Technical and  
Confidential Employees**

Updated for July 1, 2016-June 30, 2019

## Contents

	<u>Page</u>
<b><u>Introduction</u></b>	<b>1</b>
<b><u>Employee Groups</u></b>	<b>1</b>
Supervisory and Technical Staff	1
Confidential Support Staff	1
<b><u>Salary Advancement</u></b>	<b>2</b>
<b><u>Benefits</u></b>	<b>2-7</b>
Hospitalization, Medical-Surgical & Major Medical Insurance	2-3
Prescription Drug Plan	3
Dental Plan	3-4
Vision Care Plan	4
Retiree Healthcare Plan	4
Life Insurance	5
Salary Continuation For Extended Illness/Disability	5-6
Tuition Reimbursement	6
Severance Pay for Pensioners	6-7
<b><u>Leave Time</u></b>	<b>7-9</b>
Personal Leave Days	7
Personal Leave of Absence without Pay	7
Sick Leave	7-8
Sick Leave Bank	8
Vacations	8
Holidays	8-9
Miscellaneous	9
• Bereavement time	
• Jury duty/witness in Court	
• Childbearing leave	
• Childrearing leave	
• Military leave	
• Military training	
• Religious Obligations	
<b><u>Resolution of Concerns</u></b>	<b>9</b>
<b><u>Signature Page</u></b>	<b>10</b>
<b><u>Appendix A – Non-Bargaining Staff Salary Ranges</u></b>	<b>11</b>
<b><u>Appendix B – Example of NBS Evaluation Form</u></b>	<b>12-13</b>

## **INTRODUCTION**

It is the goal of the School Board to attract and retain persons for its Supervisory, Technical and Confidential positions who will perform at a level which would place those experienced high-performing persons in the top twenty percent of these positions employed countywide; and to pay these employees in a manner which reflects their individual performance. This guide shall provide uniform and impartial treatment within the District.

This Guide is effective July 1, 2016 and shall continue until June 30, 2019. The Superintendent (or designee) will review this guide periodically as needed and bring forth recommendations to the School Board.

## **EMPLOYEE GROUPS**

The Board has broken the Supervisory, Technical and Confidential staff into the following groups that represent their level of responsibility within the school district.

### **Supervisory & Technical Positions (“Group 1”)**

Administrative Assistant to Director of Business Affairs/Assistant Board Secretary	HVAC Coordinator
Controller/Accounting Manager	Maintenance/Warehouse Supervisor
Capital/Fixed Asset Accountant	Supervisor of Custodial Services
Real Estate/General Accountant	Head Custodian-Elementary
Purchasing/Accounting Supervisor	Head Custodian-High
Manager of Transportation	Head Custodian-Middle
Assistant Manager of Transportation	Capital Projects Coordinator
Payroll Supervisor	Network Administrator
Coordinator of Athletic Grounds	Pupil Services Specialist
Coordinator of Central Maintenance	Human Resources Specialist
Coordinator of General Grounds	Administrative Assistant to Superintendent/ Board Secretary
Facilities & Operations Specialist	
Communications Coordinator	Quality Control Specialist

### **Confidential Support Staff (“Group 2”)**

Athletic Trainer	Registered Nurse/Licensed Nurse Practitioner
Human Resources Assistant	Security Guard

## **SALARY ADVANCEMENT**

- A. A salary range for each position covered by the Compensation, Benefits and Work Environment Guide for Supervisory, Technical and Confidential Employees has been established. The 2016-2017 salary range is attached as Appendix A and shall serve as the basis for the Salary Plan administered as outlined in B through D below.
- B. The salary range shall be adjusted in June, 2018 for determining salary minimums and maximums for each position during the 2018-19 school year by increasing the minimum and maximum salary by the base Act 1 Index for the respective school year.
- C. Performance Base Salary Increase: Base Salary Increases shall be effective on July 1st of each year. The annual amount to be awarded for base salary increases shall be determined by multiplying the total base salaries of active employees covered by this Guide on July 1st by the base Act 1 Index for the respective school year. The base salary increase for each employee shall be determined by the total points earned as a percentage of total maximum points based on performance in Supervisory, Technical and Confidential Staff Evaluation Instruments. (See Appendix B.) If the employee's base salary exceeds the salary range maximum, and the employee's evaluation score exceeds 80%, the amount of the base salary increase exceeding the maximum shall be added to the employee's merit bonus in Section D.
- D. Performance Merit Pay: In each year of the agreement, each employee covered by this Guide shall be eligible to receive a merit pay above and beyond base salary increases outlined in Section C. The performance merit pay shall not be cumulative and shall be paid independently for each contract year. The amount of money available for merit performance pay shall be determined by multiplying the base Act 1 Index by the base salaries of the active employees covered by this Guide on July 1st. The annual performance goal merit pay for each Administrator shall be determined by the total points earned as a percentage of total maximum points based on performance in the Supervisory, Technical and Confidential Staff Evaluation Instruments. (See Appendix B)

## **BENEFITS**

### **HOSPITALIZATION, MEDICAL-SURGICAL & MAJOR MEDICAL INSURANCE**

- A. Plans to be Offered - The Board shall offer the following base medical plan to Employees:
  - 1. Personal Choice 320 Plan (Core Plan)
  - 2. Other Plans shall be offered for employee to purchase at an additional cost above and beyond the school district's costs for the Core Plan.
    - a. Personal Choice 7 Plan
    - b. Personal Choice 10/20/70
    - c. Personal Choice 20/30/70
- B. Allocation of Medical Benefit Premiums -The Board shall contribute the following percentages toward the premiums of the medical plan for eligible employees and their dependents:
  - 1. 2016-2017: the Board shall contribute 85% of the cost of the following benefits:

## Personal Choice 320 (Core Plan)

2. 2017-18 and 2018-2019: the Board shall contribute 84% of the cost of the benefits outlined in section B.1.

The balance of the premium costs and the difference between the Board's contribution level for the Core Plan and either the Personal Choice 7 Plan, Personal Choice 10/20/70 Plan or Personal Choice 20/30/70 shall be paid through mandatory payroll deductions.

Employees will be eligible for medical benefits the first of the month following their hire date. Benefit Premiums for part-time employees will be prorated based on time worked.

**Cadillac Tax Language:** In the event all current plans meet or exceed the Cadillac Tax, new healthcare plan options will be instituted that fall under the Cadillac Excise Tax for current Supervisory, Technical and Confidential Employees and applicable retirees on District healthcare plans. The Board shall offer the Supervisory, Technical and Confidential Employees and all applicable retirees plan option(s) that meet the minimum requirements of the ACA but does not exceed the Cadillac Excise Tax threshold.

### **PRESCRIPTION DRUG PLAN**

Beginning July 1, 2016 through June 30, 2017, the District will pay for 85% of the Premium cost for the employee and dependent prescription drug coverage with costs limited to \$10 deductible for generic drugs and \$20 deductible for brand name drugs.

Beginning July 1, 2017, the District will pay for 84% of the Premium cost for the employee and dependent prescription drug coverage with costs limited to \$10 deductible for generic drugs and \$20 deductible for brand name drugs.

When a generic drug is available, unless the physician has specified in writing that brand name is to be dispensed, the plan will only cover the cost of the generic drug, less the \$10 deductible. Where the physician has specified in writing that a brand name drug must be dispensed, or where a generic drug is not available, the plan will cover the cost of the brand name drug, less the \$20 deductible.

The mail service prescription plan and the Client Based Network shall provide for two (2) co-pays per ninety (90) day supply.

The balance of the premium costs shall be paid by the employee through mandatory payroll deductions.

Employees will be eligible for prescription benefits the first of the month following a 60 day waiting period.

### **DENTAL PLAN**

Effective July 1, 2016 through June 30, 2017, the Board will pay 85% of the premium cost for single and dependent coverage for the District's Dental Plan, which provides for the following coverage:

- Maximum coverage of \$2,500.00/year (excluding orthodontia) for employee and each dependent
- 100% of UCR for preventative and basic
- 80% of UCR for major services, after \$10/\$30 annual deductible
- Orthodontia - 75% of UCR to an annual maximum of \$750.00 or lifetime maximum of \$1,500.00 per person.

Effective July 1 2017, the Board will pay 84% of the premium costs.

The balance of the premium costs shall be paid by the employee through mandatory payroll deductions.

Employees will be eligible for dental benefits the first of the month following a 90 day waiting period. Benefit premiums for part-time employees will be prorated based on time worked.

### **VISION CARE PLAN**

Effective July 1, 2016 through June 30, 2017, the Board will pay 85% of the premium cost for single and dependent coverage for the District's Vision Plan, which provides for the following coverage:

- Examinations covered at 100% of UCR
- \$200.00 maximum for prescription glasses every two consecutive years.
- Ocular examinations; once every two years.

Effective July 1 2017, the Board shall pay 84% of the premium costs.

The balance of the premium costs shall be paid by the employee through mandatory payroll deductions.

Employees will be eligible for vision benefits the first of the month following a 60 day waiting period. Benefit premiums for part-time employees will be prorated based on time worked.

### **RETIREE HEALTHCARE PLAN**

Employees who have a minimum of fifteen (15) years of service in the District and who are at least 50 years of age and who retire, will be entitled to receive the individual (single) coverage in the Personal Choice 320 (Hospitalization, Medical-Surgical, Major Medical Insurance) applicable to active employees until reaching Medicare Eligibility. All employees who are eligible for this benefit shall contribute toward the healthcare premiums at the same rate equivalent to the maximum reimbursement provided by the Public School Employees Retirement System (currently \$100.00 per month) or at the same rate as active employees electing the coverage in question (other than newly hired employees members), whichever is higher. In addition, Group 1 employees will be entitled to receive individual (single) coverage in the Prescription Drug coverage applicable to active employees until reaching Medicare Eligibility.

Same sex spousal coverage shall be available to employees who meet all of the following terms and conditions:

1. is married or in a legally recognized Civil Union, at least eighteen (18) years of age, resides with the other spouse, and intends to continue to reside with the other Spouse for an indefinite period of time;
2. is not related to the other Spouse by adoption or blood;
3. is the sole Spouse of the employee,
4. agrees to be jointly responsible for the basic living expenses and welfare of the Spouse;
5. demonstrates financial interdependence by submission of proof of the following documents:
  - a. a valid and current marriage license, or a legally valid and recognized Civil Union consistent with the current Supervisory, Technical and Confidential Employees Agreement between the employees of the Group; and at the District's discretion may request additional documentation, including the following:
    - i. joint mortgage or lease;
    - ii. a designation of one of the Spouses as beneficiary in the other Spouse's will;
    - iii. a durable property and health care powers of attorney;
    - iv. a joint title to an automobile, or joint bank account or credit account; or
    - v. such other proof as is sufficient to establish economic interdependency under the circumstances of the particular case.

## **LIFE INSURANCE**

The Board will pay the premium costs for group life and accidental death and dismemberment insurance for the plan in effect for employees. Group life insurance in the amount of the employee's base annual salary rounded to the nearest hundred (\$100) dollars, with a minimum of \$5,000, shall be provided. An additional seventy five hundred (\$7,500) dollars coverage shall be provided.

Benefit premiums for part-time employees will be prorated based on time worked.

## **SALARY CONTINUATION FOR EXTENDED ILLNESS/DISABILITY**

### **Supervisor & Technical Positions (Group 1)**

The Board shall pay the full money premium for an Income Protection Plan for each employee. Said plan shall provide twelve hundred dollars (\$1,200) per month coverage for up to twenty-four (24) months. The employee, at his/her own expense and provided that such action is consistent with carrier policy, shall be entitled to purchase additional coverage. Coverage for Group 1 shall contain:

- a. a thirty (30) calendar day waiting period for sickness;
- b. a thirty (30) calendar day benefit for accident;
- c. coverage for loss of limbs;
- d. a stipulation that if the employee should die by accident, the proceeds shall be paid directly to named beneficiary.

### **Confidential Support Staff (Group 2)**

The Board shall provide a short term Income Protection Plan for each employee. The District's plan shall provide six hundred (\$600) per month coverage. Benefits for part-time employees will be prorated based on time worked. A ninety (90) day waiting period is instituted for all new employees. Coverage for Group 2 shall contain:

- a. A 40 calendar day waiting period for sickness;
- b. A first (1st) calendar day benefit for accident;
- c. Coverage for loss of limbs; and
- d. A stipulation that if the employee should die by accident, the proceeds shall be paid directly to named beneficiary.

The employee, at his/her own expense shall be entitled to purchase additional coverage with the premiums to be through mandatory payroll deductions. This program shall remain in effect unless the parties mutually agree to another program at the same cost to the District.

Employees working less than eight tenths (.8) basis shall receive this benefit on a pro-rata basis.

**TUITION REIMBURSEMENT**

The Board agrees to reimburse each employee ninety (90%) percent of the cost provided courses or programs are related to the employee's assigned field.

- A. No more than fifteen (15) credits may be taken during any school year, July 1 through June 30.
- B. No more than six (6) credits may be taken during each semester of the school term.
- C. Requests for reimbursement must be filed prior to registration for the courses. In order to be reimbursed, each course must be pre-approved in writing by the Director of Human Resources.
- D. Courses must be completed with a grade of "B" or better.

If an employee terminates from the District prior to one full year after the completion of the course(s), the employee will be required to reimburse the District for the full cost of the course(s). Benefit premiums for part-time employees will be prorated based on time worked.

**SEVERANCE PAY FOR PENSIONERS**

For employees who retire under the provision of the Pennsylvania School Employees' Retirement System and who have been employed continuously (except in cases of approved leave) in the District for fifteen (15) or more years of service will be entitled to a severance payment based upon the number of unused but accrued sick days and unused but accrued personal days consistent with schedule set forth below:

The severance payment would become an "early notification rate" in the event the District receives a notification from the employee 120 days preceding the date when the employee intends to retire based upon the schedule set forth below:

Number of Accrued Sick/Personal Days	Daily Rate	Early Notification Rate
1-100	\$45.00	\$60.00
101-200	\$55.00	\$70.00
201+	\$65.00	\$80.00



Severance pay for pensioners for each year employed as a part-time employee will be established on a pro-rata basis.

Confidential Support Staff (Group 2) will have a maximum payout of \$10,000.

## **LEAVE TIME**

### **PERSONAL LEAVE DAYS**

12-month employees will be granted three (3) days of absence for personal leave upon his or her request, without loss of pay or charge against sick leave.

10-month employees will be granted two (2) days of absence for personal leave upon his or her request, without loss of pay or charge against sick leave.

These days will be subject to the following conditions:

- A. For a one (1) day leave, the employee must inform his/her immediate supervisor in writing and obtain approval twenty-four (24) hours in advance, except in cases of emergency, of the date(s) desired.
- B. Personal leave days may be accumulated. A maximum of five (5) personal days may be taken in one (1) school year. For three (3), four (4), or five (5) consecutive days of absence, the employee must inform his/her immediate supervisor in writing and receive approval two (2) weeks in advance.
- C. A maximum of two (2) unused personal days may be credited to each employee's salary in the amount equal to \$45 on a per diem basis, and issued at the conclusion of the school year. Such payments will not become part of the base salary. Time cards must be submitted by May 15<sup>th</sup>. Request for rescinding payment may be submitted on an emergency basis only.

### **PERSONAL LEAVE OF ABSENCE WITHOUT PAY**

Leaves of absence without pay of two (2) days or less may be granted upon the written approval of the employee's immediate supervisor.

An employee, upon one (1) week's advance written request to the Director of Human Resources and his/her immediate supervisor, may be granted a personal leave of absence with the written approval of the Director of Human Resources and his/her immediate supervisor, without pay, for a period of up to thirty (30) days.

Unpaid leaves of absence for up to two (2) additional thirty (30) day periods may be granted at the discretion of the Board. Such leave, if granted will cause no break in continuous service.

### **SICK LEAVE**

On the opening day of the work year, each employee shall be credited with one (1) day of sick leave for each remaining month of the work year. The unused portion of such allowance shall accumulate from year to year without limitation.

Employees shall be permitted to use up to five (5) of their accrued sick days per year for

care of an immediate family member. Immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law. Included within the immediate family is any near relative who resides in the same household.

### **SICK LEAVE BANK**

A sick leave bank has been implemented with the cooperation of the West Chester Area Education Association, the West Chester Area Educational Support Personnel Association, Supervisory, Technical and Confidential employees and the Management Team.

The bank makes available to employees an extended leave in the event an employee becomes sick and has no sick, personal or vacation days to use. Participation is strictly voluntary.

### **VACATIONS**

#### **Supervisory & Technical Positions (Group 1)**

12-month employees shall receive fifteen (15) days paid vacation after one (1) full year of employment and twenty (20) days after seven (7) years of employment and twenty-five (25) days after twelve (12) years of employment. Such vacation entitlement is earned in one school year and taken during the following school year. Employees may carryover into the next school year to a maximum of five (5) days each year.

A maximum of five (5) unused vacation days may be credited to each employee's salary on a per diem basis, and issued at the conclusion of the school year. Such payments will not become part of the base salary. Time cards must be submitted by May 15<sup>th</sup>. Request for rescinding payment may be submitted on an emergency basis only.

The District will allow for vacation time to be used prior to being earned in the first year of employment up to a maximum of 10 days. In the event an employee leaves the service of the District before these days are earned, a prorated deduction will be made from the final pay reflecting the vacation leave days taken, but not earned.

#### **Confidential Support Staff (Group 2)**

12-month employees shall receive ten (10) days paid vacation after one (1) full year of employment, fifteen (15) days after five (5) years of employment and twenty (20) days after fifteen (15) years of employment. Such vacation entitlement is earned in one school year and taken during the following school year. Employees may carryover into the next school year a maximum of three (3) days each year.

The District will allow for vacation time to be used prior to being earned in the first year of employment up to a maximum of 10 days. In the event an employee leaves the service of the District before these days are earned, a prorated deduction will be made from the final pay reflecting the vacation leave days taken, but not earned.

Vacation for part-time employees will be prorated based on time worked.

### **HOLIDAYS**

Each school year, ten (10) month employees will observe ten (10) holidays: Labor Day, provided school is in session, Thanksgiving Day and the day after, Christmas Day and one

(1) additional day at Christmas, New Year's Day, Martin Luther King Day, Washington's Birthday (Monday), Good Friday, and Memorial Day.

Twelve (12) month employees will observe all of the above holidays, as well as Independence Day.

### **MISCELLANEOUS:**

Other leaves will be administered based on Board policy, these include:

*Bereavement time up to 5 days for immediate family and 1 day for near relative or friend (each occasion) - (Board Policy 336)*

*Jury duty/witness in Court as needed - (Board Policy 342)*

*Childbearing (disability) leave (paid) - (Board Policy 334)*

*Childrearing (personal) leave (unpaid) for a maximum period of one year from the date of childbirth or custody of an adopted infant - (Board Policy 334)*

*Military leave (unpaid) – (Board Policy 336)*

*Military training (maximum of 15 days each year) – (Board Policy 336)*

*Religious Obligations (Board Policy 336)*

### **Resolution of Concerns**

Concerns between Supervisory, Technical and Confidential employees and the District should be handled at the lowest possible administrative level. With this in mind, employees should use the following guideline when attempting to resolve a issue.

1. Meet with his/her immediate supervisor to discuss the issue.
2. If the issue is not resolved to the employee's satisfaction, the employee should schedule a meeting with the Director of the department and the employee's immediate supervisor to discuss the issue.
3. If the issue is still not resolved to the employee's satisfaction, the employee should schedule a meeting with the Director of Human Resources, the Director of the department as well as the employee's immediate supervisor to discuss the issue.
4. If the issue is still not resolved to the employee's satisfaction, the employee should schedule a meeting with the Superintendent, as well as any other persons the Superintendent feels is necessary. The decision of the Superintendent on the issue shall be final.

**ADOPTED BY THE BOARD OF SCHOOL DIRECTORS OF THE WEST CHESTER  
AREA SCHOOL DISTRICT:**

Date: \_\_\_\_\_ By: \_\_\_\_\_  
(President)

Attest: \_\_\_\_\_  
(Secretary)

West Chester Area School District  
Non-Bargaining Support Staff Salary Ranges 2016-2017

	Minimum	Maximum
Administrative Assistant to Director of Business Affairs/Assistant Board Secretary	\$46,755	\$69,870
Controller/Accounting Manager	\$69,917	\$101,654
Accounting Supervisor	\$55,000	\$88,000
Real Estate/General Accountant	\$45,438	\$68,422
Purchasing Agent	\$51,626	\$75,474
Manager of Transportation	\$67,325	\$101,654
Assistant Manager of Transportation	\$54,934	\$76,605
Payroll Supervisor	\$45,438	\$68,422
Human Resource Specialists	\$53,319	\$74,647
Human Resources Assts. (Confidential)	\$18.99	\$28.43
Coordinator of Athletic Grounds	\$58,749	\$90,073
Coordinator of Central Maintenance	\$62,641	\$93,290
Coordinator of General Grounds	\$58,749	\$90,073
Facilities & Operations Specialist	\$45,438	\$68,422
HVAC Coordinator	\$62,641	\$93,290
Maintenance/Warehouse Supervisor	\$58,465	\$106,900
Supervisor of Custodial Services	\$62,641	\$93,290
Head Custodians-Elementary	\$50,560	\$73,349
Head Custodians-High	\$57,438	\$89,207
Head Custodians-Middle	\$55,167	\$84,284
Security Guard	\$19.70	\$22.14
Network Administrator	\$74,485	\$104,361
Administrative Assistant to Superintendent/Board Secretary	\$56,342	\$79,726
Pupil Services Specialist	\$44,134	\$75,752
Registered Nurse/ Licensed Nurse Practitioner	\$19.60	\$26.85
Athletic Trainer	\$49,425	\$63,087
Capital Projects Coordinator	\$58,465	\$106,900
Communications Coordinator	\$74,485	\$104,361
Quality Control Specialist	\$55,167	\$84,284



**WEST CHESTER AREA SCHOOL DISTRICT**  
**Technology, Business and Human Resource Hourly staff**

EMPLOYEE NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

BUILDING: Pick one \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

**DIRECTIONS**

Immediate Supervisor should rate the employee on each factor on a scale from 1 through 4 (see rating description). For any factor rating less than '3' the evaluator must comment on the rating in the comment section of the reverse side of this form.

**SCORING**

- 4 -> **Exceptional** - Significantly exceeds performance standard
- 3.5 -> **Above Average** - Exceeds performance standards
- 3 -> **Meets Expectations** - Meets expected performance standards for the position
- 2 -> **Needs Improvement** - Does not perform standard consistently
- 1 -> **Unsatisfactory** - Fails to meet performance standard

**EVALUATION PERIOD:**

From: \_\_\_\_\_  
 To: \_\_\_\_\_

<u>Factor</u>	<u>(a)</u> <u>Score</u> <i>(1-4)</i>	x	<u>(b)</u> <u>Multiplier</u>	=	<u>Overall</u> <u>Rating</u> <i>(a times b)</i>
1. <b><u>Job Description</u></b> <ul style="list-style-type: none"> <li>▪ Performs all required duties and responsibilities</li> </ul>	0.00		4		0.00
2. <b><u>Professionalism</u></b> <ul style="list-style-type: none"> <li>▪ Respects and cooperates with students, staff and the public</li> </ul>	0.00		4		0.00
3. <b><u>Work Quality</u></b> <ul style="list-style-type: none"> <li>▪ Performs assignments accurately &amp; thoroughly</li> <li>▪ Attends to details in completing work assignments</li> <li>▪ Approaches work in an organized manner</li> <li>▪ Maintains a neat and orderly work area</li> </ul>	0.00		3		0.00
4. <b><u>Productivity</u></b> <ul style="list-style-type: none"> <li>▪ Completes work assignments on time</li> <li>▪ Produces acceptable amount of work</li> <li>▪ Industrious and prioritizes work</li> </ul>	0.00		3		0.00
5. <b><u>Attitude</u></b> <ul style="list-style-type: none"> <li>▪ Respects and cooperates with supervisors</li> <li>▪ Works as a team player, promoting cooperation amongst co-workers</li> <li>▪ Motivated and enthusiastic towards the work</li> <li>▪ Performs work in accordance with District Mission</li> </ul>	0.00		3		0.00
6. <b><u>Adaptability</u></b> <ul style="list-style-type: none"> <li>▪ Utilizes technology to enhance performance</li> <li>▪ Willingness to apply the latest technology and methods to assignments</li> </ul>	0.00		3		0.00
7. <b><u>Flexibility</u></b> <ul style="list-style-type: none"> <li>▪ Adjusts to changes in work conditions</li> <li>▪ Seeks and utilizes opportunity for professional growth</li> </ul>	0.00		2		0.00

**WEST CHESTER AREA SCHOOL DISTRICT**  
**Technology, Business and Human Resource Hourly staff (contd.)**

- |   |             |   |          |   |             |
|---|-------------|---|----------|---|-------------|
| <p><b>8. <u>Independence</u></b></p> <ul style="list-style-type: none"> <li>▪ Shows initiative and resourcefulness</li> <li>▪ Operates independently with minimal supervision</li> <li>▪ Knows when to act, when to consult and when to suggest change</li> </ul> | <u>0.00</u> | x | <u>2</u> | = | <u>0.00</u> |
| <p><b>9. <u>Accepts Responsibility</u></b></p> <ul style="list-style-type: none"> <li>▪ Accepts direction and feedback on one's performance positively</li> </ul>   | <u>0.00</u> | x | <u>1</u> | = | <u>0.00</u> |

	<b><u>Scoring Scale</u></b>	<b>Total Score</b> <i>(sum of 1 to 9)</i>	<b>0.00</b>
90 and above	➤ Significantly exceeds performance standard		
80-90	➤ Exceeds performance standards		
70-79	➤ Meets expected performance standards of the position		
50-69	➤ Does not meet performance standards consistently		
Below 50	➤ Fails to meet performance standards.		

**Supervisor Comments** *(must comment on any summary rating of below 70 and/or individual factor rating less than 3) :*

**Insert Comments**

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**Employee's Comments:** \_\_\_\_\_

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Employee's Signature does not necessarily indicate agreement with this rating, only that the employee has reviewed the form and met with supervisor to discuss it. Please attach separate sheet for additional comments.

_____ Employee Signature	_____ Date	_____ Immediate Supervisor Signature*	_____ Date
_____ Human Resources Director (or designee) Signature		_____ Date	

*\* For any positions that report to both a building supervisor and central office supervisor, please include both signatures to indicate the review was done in a cooperative manner.*