

Classified Employee Professional Goals

Purpose

This procedure guides classified employee professional development in a collaborative way between staff and their supervisors, focusing on the goals of continuous improvement and strengthening an employee's overall performance.

Scope

This procedure applies to the Superintendent, administrators, supervisors, and classified employees.

Procedure

1. GOAL SETTING

- 1.1. An initial collaborative meeting between the employee and supervisor will take place before October 15th of each year. The purpose of the meeting is to establish a performance goal and a development goal for the employee.
- 1.2. The performance goal connects the specific work expectations of the employee with the continuous improvement goals of the program, school, or department. The development goal will focus on expanding the employee's skills and competencies. All staff will refer to the Guide for Classified Employee Professional Goals and Feedback (Form #5240F1) for help with setting goals and supporting effective communication and constructive feedback.
- 1.3. The employee will use the SMART goal criteria, below, to ensure goals are:
 - (a) Specific: Areas stated for improvement are precise and accurate without the use of generalities.
 - (b) Measurable: There must be some way to determine progress towards the goal.
 - (c) Attainable: Actions and strategies for progressing toward the goal are accessible and rational.
 - (d) Relevant: The performance goal is aligned with and supportive of the goals of the program, school or department. The development goal aligns with the employee's interests and aspirations.
 - (e) Time-Bound: There is a time frame for attainment. A specific time frame encourages accountability and provides a structure for action planning.
- 1.4. The employee and supervisor will document the goals and meetings on the Classified Employee Professional Goals and Feedback Worksheet (Form #5240F2).

2. MID-YEAR REFLECTION

At a minimum, the employee and supervisor will meet to have a mid-year reflection prior to February 15th of each year. Additional one-on-one meetings are encouraged to provide coaching and feedback on both goals.

3. YEAR-END CONFERENCE

- 3.1. The Year-End Conference will take place between employee and supervisor prior to August 1st of each year. This conference will summarize progress toward achieving goals and identify development areas for the next cycle of professional development.
- 3.2. At the close of the Year-End Conference, both employee and supervisor will sign and date the Classified Employee Professional Goals and Feedback Year-End Summary (Form #5240F3). The form will be submitted to the Human Resource Manager for insertion in the employee's file.

Supporting Documentation

5240F1-Guide for Classified Employee Professional Goals and Feedback

5240F2-Classified Employee Professional Goals and Feedback Worksheet

5240F3-Classified Employee Professional Goals and Feedback Year-End Summary

Document History

Action:	Date:
New	July 19, 2017
Revised	
Revised	
Revised	