

Chariho Regional School District

Scoring Rubric for Attendance Component Evaluation Handbook for Educational Support Professionals Effective: July 2014, Revised August 2015

Rating	Description	Criteria
5	Exceeds Expectation: Performance is Consistently Above Expectations	<ol style="list-style-type: none"> 1. Always reports to work on time. 2. Provides required documentation. 3. Follows proper procedures for 'clocking' in and out. 4. PTO, APTO and other matters related to Article 8 are used in accord with the collective bargaining agreement. 5. *An annual average of 0-4 days absent, for any reason, since April 1 of the previous evaluation year, as of April 1 of the current year.
4	Somewhat Above Expectation: Performance is Sometimes Above Expectations	<ol style="list-style-type: none"> 1. Always reports to work on time, or provides notice 1 time per year if late. 2. Provides required documentation. 3. Follows proper procedures for 'clocking' in and out. 4. PTO, APTO and other matters related to Article 8 are used in accord with the collective bargaining agreement. 5. *An annual average of 4.1-7 days absent, for any reason, since April 1 of the previous evaluation year, as of April 1 of the current year.
3	Meets Expectation: Performance Meets Expectations	<ol style="list-style-type: none"> 1. Always reports to work on time, or provides notice 1-3 times per year if late. 2. Provides required documentation. 3. Follows proper procedures for 'clocking' in and out. 4. PTO, APTO and other matters related to Article 8 are used in accord with the collective bargaining agreement since April 1 of the previous evaluation year, as of April 1 of the current year.
2	Somewhat Below Expectation: Performance is Sometimes Below Expectations	<ol style="list-style-type: none"> 1. Reports late 1-3 times per year, without notice. 2. After reminder, provides required documentation. 3. Does not follow proper procedures 1-3 times per year for 'clocking' in and out. 4. PTO and APTO are misused an annual average of 1-3 times (days) per year since April 1 of the previous evaluation year, as of April 1 of the current year; all other matters related to Article 8 are used in accord with the collective bargaining agreement since April 1 of the previous evaluation year.
1	Below Expectation: Performance is Consistently Below Expectations	<ol style="list-style-type: none"> 1. Reports late more than 3 times per year. 2. After multiple reminders and potential additional measures, provides required documentation. 3. Does not follow proper procedures more than 3 times per year for 'clocking' in and out. 4. PTO and APTO are misused more than an average of 3 times (days) per year since April 1 of the previous evaluation year, as of April 1 of the current year; there are additional violations of Article 8 of the collective bargaining agreement since April 1 of the previous evaluation year.

*Excludes leaves approved by the School Committee.

Note #1: All items are required for the designated rating, unless items are not applicable.

Note #2: Each formal written evaluation covers the period of time beginning at the issuance of the previous evaluation.

Note #3: Days absent will be calculated as follows: Hours absent will be totaled and divided by scheduled hours per day to calculate days absent during specified period. Use of APTO by ten-month staff employed during the summer will be included.

Note #4: This note does not apply to employees evaluated in 2014-2015. Those employees scheduled for evaluation in 2015-2016 and 2016-2017 may file a written request by October 1 in the year of scheduled evaluation to indicate that attendance data prior to 4/1/15 not be included for this calculation.

6.23.14, 8.13.15