

**EVALUATION DOCUMENT**  
**for**  
**MAINTENANCE, CUSTODIAL SERVICES AND SUPPLY CENTER EMPLOYEES**

**Name:** \_\_\_\_\_ **Emp. ID #** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Present Assignment:** \_\_\_\_\_

**Present Code:** \_\_\_\_\_ **Evaluation Period: From** \_\_\_\_\_ **to** \_\_\_\_\_

**Purpose of Evaluation:**

<input type="checkbox"/>	<b>Annual Evaluation</b>
<input type="checkbox"/>	<b>New Employee Evaluation</b>
<input type="checkbox"/>	<b>Special Evaluation (Define Purpose)</b>

**Supervisor Signature** \_\_\_\_\_ **Supervisor ID #** \_\_\_\_\_

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**I have received a copy of this evaluation and:**

**I wish a further review at next level** \_\_\_\_\_

**I do not wish a further review** \_\_\_\_\_

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**Recommended Action:** \_\_\_\_\_

**EVALUATOR'S COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYEE'S COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## CATEGORY DEFINITIONS

### PERFORMANCE

- A. Quality of Work – Work is done in a professional manner. Workmanship meets the standards expected by the district and the supervisor.
- B. Productivity – Uses time well. Output of work is consistent with supervisor's expectation. Avoids non-productive time during work shift by planning ahead.
- C. Initiative – Does not wait to be assigned each task. Looks ahead and sees what needs to be done and proceeds with the task. Solves routine problems, improves methods, services and efficiency.

KNOWLEDGE - Has demonstrated a satisfactory understanding of methods, tools and procedures defined by the job description.

HUMAN RELATIONS - Is honest in day-to-day relations with co-workers, subordinates and supervisors. Treats others with dignity and respect and is cooperative and willing to attempt to solve the problem presented or direct the person to someone who can. Takes time to help. Accepts change.

SAFETY - Uses and promotes the use of common sense and required safety procedures and equipment. Reports unsafe conditions or practices to supervisor. Has a history of safe work. Considers the safety of self, students and staff.

RESPONSIBILITY - Judgment and decisions are consistent with R-12 policies and procedures. Day-to-day job decisions are reasonable, prompt and correct for the task and priorities are consistent with supervisor's expectations. Communicates clearly and accurately.

ATTENDANCE - Punctual and reliable in daily work. It is the responsibility of each employee to notify his or her supervisor of an absence before the start of the workday and to be present as defined by board policy (refer to GDBF). Time taken for death in immediate family does not count against employee in the evaluation process. In addition, the following shall not count as absences for evaluation purposes: (a) on-the-job injury absences (workers' compensation); (b) Martin Luther King, Jr. Day; (c) National Guard duty; and (d) jury duty.

## INSTRUCTIONS TO EVALUATOR

1. The evaluation will be for present pay code and specified time frame.
2. All evaluations must be based on observed demonstrated performance and characteristics. Use objective, factual records.
3. The evaluation document should be reviewed in the presence of the employee. The evaluator will need documentation to support low marks.
4. The evaluator will provide specific written comments on the evaluation for ratings of 4 or below (partially meets job requirements).
5. If an evaluation category is not observed, mark that category "not applicable."
6. A copy of the evaluation is to be given to the employee at the end of the evaluation.
7. The evaluation may be changed based on mutual consent with employee.
8. The evaluation should be conducted 30 days prior to an employee's anniversary date.
9. Maintenance lead people will act as evaluators or provide input. Head custodians and site administrators will have input on custodial evaluations. Custodial supervisors will conduct evaluations for custodians.
10. All new employees and promoted employees are to receive an evaluation after 3 months. An overall job evaluation of 4 or less may result in termination for new employees or may result in re-assignment of promoted employees.
11. Employees placed on probation should be given specific written steps to be taken to improve performance in the area of "Meets Job Requirements."
12. Any employee receiving an overall evaluation of 4 or less shall be placed on a progressive evaluation cycle and shall receive another evaluation in three months.
13. *Three* consecutive overall evaluations of 4 or less for the same type of position shall result in termination. *Two* consecutive overall evaluations of 2 or less for the same type of position shall result in termination.
14. The employee association shall be notified in writing whenever an employee is involved in progressive discipline that may include termination.
15. Please circle whole numbers only in each category.