

CLASSIFIED EMPLOYEE PERFORMANCE STANDARDS

Standard 1: Job Knowledge

Unacceptable:	The employee is unable to demonstrate the knowledge of and/or the ability to apply the methods, procedures, policies, techniques, and equipment necessary to effectively perform job responsibilities.
Needs to Improve:	The employee inconsistently demonstrates the knowledge of and/or the ability to apply the methods, procedures, policies, techniques, and equipment necessary to effectively perform job responsibilities.
Effective:	The employee consistently demonstrates the knowledge of and/or the ability to apply the methods, procedures, policies, techniques, and equipment necessary to effectively perform job responsibilities.
Outstanding:	In addition to demonstrating effective performance, the employee is continually looking for new methods, procedures, techniques, and equipment which will not only enhance his/her own job performance but the performance of colleagues as well.

Standard 2: Quality of Work

Unacceptable:	The employee's work is rarely accurate, neat, thorough, efficient, and cost-effective. Both oral and written communication is ineffective.
Needs to Improve:	The employee inconsistently works in a manner that is accurate, neat, thorough, efficient, and cost-effective. Oral and written communication is sometimes ineffective.
Effective:	The employee consistently works in a manner that is accurate, neat, thorough, efficient, and cost-effective. Oral and written communication achieves its intended purpose.
Outstanding:	In addition to consistently working in a manner that is accurate, neat, thorough, efficient, and cost-effective, the employee actively seeks and applies innovative approaches which will improve and/or enhance his/her work beyond the norm.

Standard 3: Quantity of Work/Initiative

Unacceptable:	The employee fails to use available work time to accomplish assigned task(s).
Needs to Improve:	The employee inconsistently uses available work time to accomplish assigned task(s).
Effective:	The employee consistently uses available work time to accomplish assigned task(s).
Outstanding:	In addition to consistently using available work time to accomplish assigned task(s), the employee seeks additional work and/or assists others with their assignments when time is available.

Standard 4: Planning/Organization

Unacceptable:	The employee is unable to manage time and/or prioritize tasks to the degree necessary to effectively respond to reasonable job demands and deadlines.
Needs to Improve:	The employee inconsistently manages time and/or prioritizes tasks to the degree necessary to effectively respond to reasonable job demands and deadlines.
Effective:	The employee consistently manages time and/or prioritizes tasks to the degree necessary to effectively respond to reasonable job demands and deadlines.
Outstanding:	In addition to consistently managing time and/or prioritizing tasks to the degree necessary, the employee anticipates adjustments which might be required and then seamlessly makes the adjustment if necessary.

Standard 5: Dependability/Reliability

Unacceptable:	The employee's attendance pattern, inability to make appropriate, independent decisions, and or failure to follow directions make it impossible to depend and/or rely upon the employee to effectively perform his/her job.
Needs to Improve:	The employee's inconsistent attendance pattern, occasional inability to make appropriate, independent decisions, and/or occasional failure to follow directions make it difficult to always depend and/or rely upon the employee to effectively perform his/her job.
Effective:	The employee's attendance pattern, ability to consistently make appropriate, independent decisions, and ability to consistently follow directions make it possible to always depend and/or rely upon the employee to effectively perform his/her job.
Outstanding:	The employee's dependability/reliability allows for the occasional assignment of special projects which require a superior ability to make appropriate, independent decisions and/or follow directions. The employee is able to independently make adjustments to regular workload in order to participate in any special assignment or project.

Standard 6: Cooperation

Unacceptable:	The employee fails to adjust constructively to new and unfamiliar situations and procedures, demonstrate flexibility, copes with the unexpected, and/or respond objectively to constructive criticism.
Needs to Improve:	The employee inconsistently adjusts constructively to new and unfamiliar situations and procedures, demonstrates flexibility, copes with the unexpected, and/or responds objectively to constructive criticism.
Effective:	The employee consistently adjusts constructively to new and unfamiliar situations and procedures, demonstrates flexibility, copes with the unexpected, and responds objectively to constructive criticism.
Outstanding:	In addition to effectively meeting this standard, the employee frequently volunteers to assume additional responsibility (committees, task forces, special projects, etc.) when the need arises and/or independently mentors colleagues who are having difficulty making adjustments to change.

Standard 7: Interpersonal Relationships

Unacceptable:	The employee fails to communicate and relate to students, staff, and/or the public in a tactful, courteous, helpful, cooperative, confidential, and/or sensitive manner. The employee is unable to function in an environment requiring teamwork with other employees and fails to understand how his/her behavior impacts others.
Needs to Improve:	The employee inconsistently communicates and relates to students, staff, and/or the public in a tactful, courteous, helpful, cooperative, confidential, and/or sensitive manner. The employee inconsistently performs as an active, positive, and contributing member of the team and fails to understand how his/her inconsistent behavior impacts others.
Effective:	The employee consistently communicates and relates to students, staff, and/or the public in a tactful, courteous, helpful, cooperative, confidential, and sensitive manner. The employee is an active, positive, and contributing member of the team and is always cognizant of how his/her behavior impacts others.
Outstanding:	In addition to effectively meeting this standard, the employee, through his/her actions, openly seeks to build and support a spirit of enthusiasm, harmony, and caring within the organization and/or community.

Standard 8: Professional Growth

Unacceptable:	The employee does not strive to improve either knowledge or skill as it relates to the job nor does he/she willingly accept and seek training as job responsibilities change. The employee never applies new knowledge or skill even when he/she has taken advantage of opportunities to improve.
Needs to Improve:	The employee occasionally attempts to improve either knowledge or skill as it relates to the job and only participates in training if it is required. The employee rarely applies new knowledge or skill even when he/she has taken advantage of opportunities to improve.
Effective:	The employee makes a concerted effort to improve either knowledge or skill as it relates to the job and seeks opportunities for training as job responsibilities change. The employee consistently applies what has been learned.
Outstanding:	In addition to effectively meeting this standard, the employee supports the professional growth of others by willingly sharing newly acquired knowledge and skill.

Standard 9: Compliance with Rules, Regulations, Statutes, Policies, Agreements, Goals, and Procedures

Unacceptable:	The employee does not demonstrate knowledge of and/or compliance with the rules, regulations, statutes, policies, agreements, goals, and procedures which directly impact him/her in the performance of his/her job and/or as an employee of Lane Education Service District.
Needs to Improve:	The employee demonstrates only partial knowledge of and/or compliance with the rules, regulations, statutes, policies, agreements, goals, and procedures which directly impact him/her in the performance of his/her job and/or as an employee of Lane Education Service District.
Effective:	The employee demonstrates knowledge of and/or compliance with the rules, regulations, statutes, policies, agreements, goals, and procedures which directly impact him/her in the performance of his/her job and/or as an employee of Lane Education Service District.
Outstanding:	In addition to effectively meeting this standard, the employee helps educate colleagues who are lacking in knowledge and/or compliance.

Standard 10: Safety

Unacceptable:	The employee frequently fails to work in a careful and conscientious manner to avoid on-the-job personal injury and/or injuries to students, staff, and/or the public. Employee does not report safety concerns to appropriate authority.
Needs to Improve:	The employee occasionally fails to work in a careful and conscientious manner to avoid on-the-job personal injury and/or injuries to students, staff, and/or the public. Employee does not consistently report safety concerns to appropriate authority.
Effective:	The employee works in a careful and conscientious manner to avoid on-the-job personal injury and/or injuries to students, staff, and/or the public. Employee reports safety concerns to appropriate authority.
Outstanding:	In addition to effectively meeting this standard, the employee serves on appropriate safety committees established for the purpose of promoting safety in the workplace.

Standard 11: Appearance and Grooming

Unacceptable:	The employee maintains an appearance and/or personal hygiene which is disruptive, distracting, and/or unsafe in the workplace.
Needs to Improve:	The employee occasionally evidences an appearance and personal hygiene which is disruptive, distracting, and/or unsafe in the workplace.
Effective:	The employee evidences an appearance and personal hygiene that is always appropriate for the workplace.
Outstanding:	Not applicable.

Standard 12: Physical/Mental Health

Unacceptable:	The employee fails to demonstrate the mental and physical capabilities necessary to perform job responsibilities even with reasonable accommodations.
Needs to Improve:	The employee is unable to demonstrate the mental and physical capabilities necessary to perform some elements of the job even with reasonable accommodations.
Effective:	The employee demonstrates the mental and physical capabilities necessary to perform job responsibilities with or without reasonable accommodation.
Outstanding:	Not applicable.