

**Yolo County Office of Education
Head Start/Early Head Start**

Policy: Staff Performance Evaluations

Performance Standard: Federal Regulations, 45 CFR 1304.52 (i) require that each Head Start and Early Head Start Employee receive at least one performance review annually. The results of staff performance reviews are used to identify staff training and development needs, to modify staff performance agreements as necessary, and to assist each staff member in improving his/her skills and professional competencies.

Procedures:

1. Employees are evaluated within the first six months of employment.
2. Employees are evaluated by their supervisors and a formal, written review of employees is completed annually. Immediate supervisors rate individual employees on the basis of work performance, efficiency, dependability, and adaptability. Service ratings are made on each employee at the end of six months, and annually thereafter. Ongoing evaluation continues throughout employment.
3. Ratings of service are written in a formal staff performance evaluation and completed by the immediate supervisor who is responsible for the work of the employee being rated. Evaluations become a part of the employee's permanent personnel record. Failure to perform at an acceptable rating level shall be cause for denial of a salary increase, denial for transfer, denial of a promotion and/or disciplinary action.
4. Each employee shall receive a copy of the Performance Evaluation and rating prior to the evaluation being placed in the personnel file. Employees may review and discuss their service rating with the supervisor. After discussion, the employee must sign the evaluation form. The signature indicates only that the employee has discussed the rating with the supervisor.
5. Any regular employee receiving a Performance Evaluation about which he/she disagrees may, within 10 working days from the date of the evaluation, write a rebuttal statement for attachment to the evaluation.
6. Policy Council must be involved in the decision if a recommendation to terminate an employee is given. Policy Council must approve the termination in accordance with Head Start regulations.
7. This process is free from any discriminatory practices related to an employee's religion, race, color, creed, sex, age, national origin, physical or mental disability, or veteran status.

Related Regulations: 1301.31 (a) (5); 1304.52 (i)

ADOPTED BY POLICY COUNCIL: 6/8/05