

## River Valley Child Development Services

# PROFESSIONAL DEVELOPMENT AND PERFORMANCE EVALUATION PROCEDURE

### Performance Evaluation

New employees have a 30-day, 60-day (if there are one or more items marked as “insufficient progress” on the 30-day evaluation), 90-day, 6-month (if applicable), performance evaluation during their first year of employment. Current employees have a one-year evaluation during their ISDP review in June/ July of each year. Oral feedback is encouraged throughout the year to all employees. The original copies of the completed evaluations are sent to HR Coordinator to store in employee personnel files. The timeframe for the submission of completed evaluations is as follows:

- 30-day evaluations: seven calendar days after completion
- 60-day evaluations: seven calendar days after completion
- 90-day evaluations: two weeks prior to the employee’s 90<sup>th</sup> day of employment
- 6-month evaluations: seven calendar days after completion

### Planning Meeting

Supervisor/Director provides employee with the “Reflection Form,” to be completed by the employee prior to the scheduled conference. These responses, the employee’s evaluation and the discussion between employee and supervisor are the basis on which an ISDP is planned.

### ISDP Creation & Review

The first ISDP is initiated upon the satisfactory completion of the 90-day provisional period. Thereafter the ISDP is evaluated for the previous year and a new plan is developed for the next year at the beginning of each fiscal year (July 1). Employees hired after January 1 of each year are not required to have an ISDP for that current fiscal year.

The ISDP is reviewed by the employee and supervisor mid-year to determine whether the goals of the plan are being met.

The following documents are included in the ISDP packet:

1. Reflection form
2. ISDP Guidelines Checkoff Form
3. Conflict of Interest Disclosure Form
4. ISDP Review Form
5. ISDP Planning Conference Form
6. Safe Driver Policy Procedure
7. Consent of Driver Record Form

At the end of the fiscal year, employee and supervisor meet to review the entire ISDP to make sure it has been completed. At that time, it is signed by both parties – original is kept in employee’s personnel file and a copy is given to the employee to keep in her portfolio. It is at this point that the supervisor shares the results of the employee’s evaluation and a new ISDP is planned for the coming year.

Directors complete the ISDP Guidelines and checkoff form for each employee. The ISDP Review form is completed by director and submitted to HR with all completed ISDPs by July 30 of each year. These are reviewed for complete documentation by HR. Incomplete ISDPS will be returned to director to be completed.

**Agency sponsored in-service**

The Executive Director and program representatives plan and organize an agency in-service day held annually on Columbus Day. Attendance is required for all full-time employees.

**Program in-service**

Directors and their staff plan and organize an in-service day for their specific program annually with professional development lasting a minimum of four (4) hours. Staff is notified at least one month in advance and attendance is required.

**Conference/workshop/seminar (minimum 2 hours)**

Employees are required to attend a conference/workshop/seminar based on individual needs as determined by their supervisor. RVCDS pays for all related costs for conference, workshop, and seminar attendance.

**Demonstration of Knowledge Learned**

Supervisor and employee develop an individual project or activity, which will be based on specific needs of employee as identified from their annual evaluation. Documentation of this activity should include a demonstration of the knowledge learned.

**WV State Training and Registry System (STARS) Pathway**

RVCDS requires that all employees be registered with WV STARS Career Pathway or Registry and that they maintain their credentials or certificate throughout their employment with RVCDS.