



Spotlight on Policy

Policies and Regulations You Probably Never Knew Existed

SIGNING EVALUATION DOCUMENTS

“Should I sign my summative evaluation if I do not agree with it?” *The answer is yes.* Signing the summative evaluation only shows that you have seen it, not that you agree with it. *To refuse to sign the form could be construed as insubordination.*

If you feel it is necessary to rebut or clarify the summative evaluation, it is better to compose your remarks *after* you have had time to think, confer with EAN and submit them later. Write below your signature “*Statement to be attached.*” Don’t feel pressured to respond immediately. *After all, the administrator had all the time he/she wanted to prepare the evaluation!*

There is no set length of time to submit a statement for attachment, but a week to ten days is reasonable. However, longer periods of time have been taken.

If an summative evaluation did not follow the prescribed process, sign the summative evaluation and then consult EAN before filing a grievance. Improperly conducted summative evaluations can be grieved *within 15 days* and, if the grievance is upheld, the summative evaluation may be voided. Note, however, that the *conclusions* made in an summative evaluation are difficult to grieve successfully if the procedure was followed properly.

A proper evaluation consists of: **A)** notice of evaluation and review of procedures by September 30; **B)** a formal observation and post-observation conference by November 30; **C)** two additional formal observations and post-observation conferences by May 15 (*two by January 31 for probationary teachers*); and **D)** a final conference by June 10 to discuss the summative (final) evaluation. The above dates do not apply to teachers hired after September 30.

Be aware that, according to a provision negotiated by EAN several years ago, “*Upon request of the teacher, a copy of the summative evaluation shall be given to the teacher at least one day before the conference regarding the document.*”

PLAN OF ACTION

Meet and Confer agreements several years ago ended arbitrary plan of action procedures. The Administration sought a means to enhance accountability to the public for providing the best instruction to Norfolk’s children. EAN faced the problem squarely in the spirit of supporting meaningful reform and came up with **regulations that give teachers a “cooling off” period —three days between receiving and signing a plan of action — and the right to a representative when discussing and then signing the plan.**

To secure the new plan of action procedure and for the goal of improving instruction, EAN agreed to combine its proposal with an administration proposal to defer salary increases of teachers on a plan of action if the plan is not accomplished by the end of a school year. Here again, EAN negotiated safeguards. **When a plan of action will defer a salary increase, the teacher will be able to appeal the principal’s decision to the superintendent and be represented by the Association’s UniServ staff.** This will guard against the arbitrary extension of a plan of action.

Following satisfaction of a plan of action, the teacher shall be immediately placed on the salary scale at the step he or she would have held had the employee not been placed on the plan of action.