

## **POLICIES PERTAINING TO OUR EMPLOYEES**

# **EMPLOYEE STANDARDS & EVALUATION OF PERFORMANCE**

### **Employee Standards & Evaluation of Performance:**

All employees are expected to respect each other and students as individuals and to continually look for ways to help students increase their knowledge base.

All employees are expected to adhere to the written and oral directives and instructions of their immediate and other supervisors, as well the policies, procedures and regulations of the school, including but not limited to those set out in this Policy Manual, employment notices and agreements, employee handbooks, the Code of Ethics and Standard Practices for Texas Educators (included in this Policy Manual) and all applicable state and Federal laws and regulations.

### **Evaluations:**

The performance of employees is subject to evaluation at any time. The performance of all contract employees shall be evaluated at least annually.

### **Employee Discipline:**

Of great importance to the success of the school is that its policies are enforced. Violations of policy, procedures, rules, regulations, directives, or laws may result in disciplinary action. Such action may begin at any of the following steps, depending on the severity of the infraction:

- ! Counseling or verbal reprimands
- ! Written reprimands
- ! Final warning, suspensions, with or without pay, or probation
- ! Dismissal

**Date Adopted:** \_\_\_\_\_

