

OBTAINING PERMANENT STATUS - CIVIL SERVICE EMPLOYEES

I. Statement of Philosophy

The Board of Cooperative Educational Services believes that Questar III students and component school boards should be served by staff members who are well qualified to undertake their responsibilities. It recognizes that according employees permanent civil service status can have long-range impacts on how Questar III work is carried out and can influence, by advancing or detracting from, its relationships with component districts. It is the Board's belief that making good decisions in granting permanent status to employees will advance the reputation of Questar III as an educational institution that provides superior instructional and district services to its component districts, thereby advancing the educational goals of all public educational institutions within the counties it serves.

This policy will promote these statements of philosophy, by providing clear expectations of achievement for probationary civil service employees and by providing guidance to supervisory staff for making such recommends.

II. Expectation of Performance

- A. All Questar III employees are expected to achieve and maintain a high level of professional performance and are expected to have the respect of colleagues.
- B. All probationary civil service employees shall be expected to have met, by the expiration of their probationary period, the following standards for performance:
 - 1. Exhibits a good work ethic, is consistently dependable and accepts responsibility for assignments;
 - 2. Exhibits good teamwork and conflict management skills by working well with others within the Questar III organization and with component districts;
 - 3. Exhibits an understanding of Questar III policies and performs in accordance with those policies;
 - 4. Exhibits a command of the subject material that is required of the position while at the same time being willing to continue to learn new skills;
 - 5. Undertakes new assignments with enthusiasm and dedication;
 - 6. Exhibits a good understanding of the overall mission of Questar III and how one's performance carries out that mission;

7. Understands that all Questar III employees serve as ambassadors of Questar III, its work and that of its component districts;
8. Completes any remediation activities or strategies identified as useful or necessary to meeting professional expectations set forth in this policy;
9. Exhibits the attitude that mediocrity of professional performance is not acceptable.
10. Exhibits initiative, creativity and resourcefulness;
11. Has the knowledge and skills expected for the position and consistently produces high quality work products; and
12. Utilizes reflection in order to continually improve their practices.

III. Performance Evaluation Process

- A. The District Superintendent shall assure the establishment of procedures that will result in timely recommendations regarding the granting of permanent status to civil service employees.
- B. The process shall include, but need not be limited to, a system for tracking probationary periods and soliciting recommendations from supervisory staff and relevant staff of component districts regarding the employee's achievement of expectations as set forth in this policy. Recommendations shall consider, among any other relevant materials or information, periodic evaluations made of the employee during the probationary period, any counseling memoranda within the employee's personnel file, and information solicited from relevant component districts.
- C. Recommendations made to the appropriate Assistant Superintendent, for review prior to submission to the District Superintendent, shall contain such information and be presented in a format that allows the Board to well-consider whether permanent status may be granted in accordance with the statement of philosophy and professional expectations set forth in this policy.
- D. Any failure to conform to such processes set forth herein shall not defeat or otherwise affect Questar III's ability to make a decision on any permanent status recommendation, if otherwise in accordance with law.