

Action Plans for Licensed Employees

Policy Code:

7811

Recommend repeal. All evaluation content is incorporated into revised policy 7810.

Descriptor Term: ACTION PLANS FOR LICENSED EMPLOYEES		Descriptor Code: 7811* (formerly GBIA)	
Draft Date: March 25, 2004	Date Issued by Superintendent: May 11, 2004	Adopted by the Board: May 11, 2004	Recodified as policy 7811: May 10, 2022

~~**A. ACTION PLANS FOR LICENSED EMPLOYEES**~~

~~All licensed employees shall maintain high levels of performance. Employees not meeting these standards are expected to raise their performance to acceptable levels, with the active assistance of the Superintendent and his administrative staff. The Guilford County Schools recognizes that Action Plans are useful tools to identify deficiencies and improve employee performance. Action Plans shall be developed and implemented as provided in this policy.~~

~~**B. MANDATORY ACTION PLANS FOR LICENSED EMPLOYEES**~~

~~Each licensed employee who receives a rating of below standard, needs improvement, or unsatisfactory on any function in the employee's performance evaluation shall be placed on an Action Plan designed to improve performance.~~

~~**C. ACTION PLAN COMPONENTS**~~

~~An Action Plan shall include the following components, at a minimum:~~

- ~~1. Problem Statement(s): Problem statements should clearly identify every deficiency which gave rise to the employee's below standard or unsatisfactory rating, and any other deficiencies which the developer of the Action Plan determines should be included.~~
- ~~2. Evidence of Problem(s): All problem statements should be accompanied by written evidence of the problem in question.~~
- ~~3. Goal(s): For each problem identified, the Action Plan shall include one or more goals, which state the expected level of performance.~~
- ~~4. Strategies: For each goal, the Action Plan shall set forth one or more specific strategies designed to correct the identified deficiencies and achieve the identified goal.~~
- ~~5. Evidence of Completion: For each strategy, the Action Plan shall specifically identify the date of completion and the evidence that will be used to determine whether the employee has completed the strategy.~~

~~**D. DEVELOPMENT AND IMPLEMENTATION OF ACTION PLANS**~~

- ~~1. Developer: For licensed employees not in low performing schools, the employee's immediate supervisor or designee is responsible for development of the Action~~

Plan. For licensed employees assigned to a low-performing school, the Action Plan shall be developed by the person who evaluated the employee or by the employee's supervisor, unless the evaluation was conducted by an assistance team or an assessment team, in which case the team shall develop the Action Plan in collaboration with the employee's supervisor.

2. ~~Involvement of Employee: The employee who is placed on an Action Plan shall have an opportunity to provide input or suggestions prior to the implementation of an Action Plan. Ultimate responsibility for developing the Action Plan must rest with the administration rather than the employee.~~
3. ~~Review of Action Plan: Prior to implementation of an Action Plan, the employee's supervisor shall submit the Action Plan for review and approval by the Superintendent, or designee.~~
4. ~~Duration of Action Plan: For a licensed employee in a low-performing school who received a below standard or unsatisfactory rating on an evaluation function related to instructional duties (functions 1-7 on the Teacher Performance Appraisal Instrument (TPAI)), the Action Plan shall be designed to be completed within 90 instructional days after implementation of the Action Plan, or before the beginning of the next school year following implementation of the Action Plan, whichever is determined to be appropriate by the developer of the Action Plan. For other licensed employees, an Action Plan shall be designed to be completed within any time period reasonably calculated to correct the employee's performance.~~
5. ~~Timelines for Implementation of Action Plan: Action Plans should be implemented within a reasonable time after the employee's evaluation.~~
6. ~~Modification: An Action Plan may be modified at any time as deemed necessary or desirable by the developer of the Action Plan. The employee shall be given an opportunity for input or suggestions, and the modification shall be submitted for review and approval by the Superintendent, or designee.~~

~~E. REEVALUATION~~

~~Upon completion of an Action Plan, the licensed employee shall be reevaluated by the Superintendent or designee, or by an assessment team if the employee is assigned to a low-performing school.~~

~~If the licensed employee receives an unsatisfactory or below rating on any function on the reevaluation, the Superintendent shall recommend that the employee be dismissed or demoted under GS 115C-325.~~

~~F. APPEAL OF ACTION PLAN~~

~~The Superintendent shall provide administrative procedures for appeals of action plans or other performance plans.~~

~~The following shall not be a basis for appeal or challenge of an Action Plan:~~

1. ~~The placement on an Action Plan of a licensed employee who receives a rating of below standard or unsatisfactory, since this is required by statute.~~
2. ~~The ratings received on an evaluation, which result in the placement of an employee on an Action Plan.~~

- ~~3. The fact that an administrator does not meet every requirement set forth in an Action Plan, provided that there has been substantial compliance.~~

~~**G. SUPERINTENDENT'S POWERS AND RESPONSIBILITIES**~~

~~The Superintendent will ensure that all administrators who evaluate licensed employees are trained in the proper administration of employee evaluations, and in the development and implementation of Action Plans. Nothing in this policy shall limit the Superintendent's authority or discretion to recommend dismissal, demotion, non-renewal, or other appropriate personnel action, including placing an employee on any plan of improvement when an Action Plan is not mandated under this policy.~~

~~This Board of Education Policy replaces former Administrative Policy GBIA issued October 23, 2001.~~

~~Legal References:~~

~~Cross References:~~

~~Adopted: May 11, 2004~~

~~Revised: May 10, 2022 (recoded from GBIA)~~