

MEMORANDUM OF UNDERSTANDING (MOU)
Between
RIDGEFIELD SCHOOL DISTRICT
and
RIDGEFIELD CLASSIFIED ASSOCIATION

The purpose of this Memorandum of Understanding ("MOU") is to commemorate in writing the agreement between the Ridgefield School District ("District") and the Ridgefield Classified Association ("RCA") regarding Evaluations.

Article III. Personnel

Section E. Employee Evaluation

The evaluation procedure shall recognize high levels of performance and encourage improvement in specific, identifiable areas through constructive and fair assessment of employee competency, strengths, and weaknesses as they relate to the effective operation of the district. The parties agree that the evaluation system is to be implemented in a manner consistent with good faith and mutual respect, including the following:

- An evaluation system must be meaningful, helpful, and objective;
- An evaluation system must support improvement in job-related skills, techniques, and effectiveness by identifying areas in need of development;
- An evaluation system must provide a mechanism to make meaningful distinctions among classified employees and to acknowledge, recognize, and encourage high-quality performance; and,
- An evaluation system must promote mutual respect in the evaluation process by ensuring that evaluations are conducted professionally, rely on objective standards, and minimize subjectivity.

Responsibility for Evaluation

The District shall comply with RCW 28A.300.606. The evaluation process shall be carried out by the assigned administrator.

- At each work site, the principal or designee, as indicated in the District Organizational Chart, shall be responsible for the evaluation of the assigned employees.
- An employee assigned to more than one school shall be assigned to one administrator for the purpose of formal evaluation.
- Prior to the beginning of the evaluation process, the administrators of each building shall meet with the staff to review and discuss the evaluation procedure and criteria.
- The District shall ensure that all administrators have received training annually prior to conducting evaluations.

Evaluation Procedure

The evaluation process shall recognize strengths and high performance while encouraging improvement through constructive and fair assessment of employee performance as it relates to their assigned duties. Evaluations shall be documented using the form attached as **Appendix A**. Any changes to the District's adopted evaluation forms will be mutually agreed upon with the Association before implementation.

All formal observations of an employee's work performance shall be conducted with the full knowledge of the employee, in accordance with the following procedures:

- Employees will be informed of any staff that provided evaluative input to the evaluator on their job performance
- Self-evaluations shall be conducted using the form attached as **Appendix B**. Employees are encouraged but not required to share their self-evaluation with their evaluator. If provided, the supervisor may utilize the self-evaluation in preparing the evaluation. The self-evaluation form shall not be required.
- Employee observations for the purpose of evaluation shall not be audio or video recorded without the employee's prior consent.

Evaluation results shall not be based on comparison to the evaluation ratings of other classified employees in the District. Evaluation results shall not be shared or published with any identifying information, except as required by law.

Evaluation Meeting & Representation:

- The final evaluation meeting shall include the evaluating supervisor and the employee.
- Employees may have Association representation present at the employee's request.
- An employee's signature on an evaluation report indicates only that they have received the evaluation. Employees have the right to submit a signed written rebuttal, which shall be attached to the evaluation document.

Timeline:

- At a minimum, evaluations shall be conducted on an annual basis.
- 9-10 month employees: Evaluations completed by June 1st annually
- 12-month employees: Evaluations completed by June 30th annually
- Employees shall receive a copy of their evaluation no later than one (1) week following their evaluation meeting.

Evaluation Scores

Individual evaluation components will be scored on a 4-point system, as follows:

- 4 - Distinguished
- 3 - Proficient
- 2 - Basic
- 1 - Unsatisfactory

Scores from all components will be added for a final score and level of proficiency designation, as follows:

- 29-32 - Distinguished
- 21-28 - Proficient
- 13-20 - Basic
- 8-12 - Unsatisfactory

For the purposes of probation, the following score ranges will be utilized:

- 8 – 16 Eligible for probation
- 17 – 19 Needs review
- 20 – 32 Eligible to exit probation

Support for Employees with Unsatisfactory Ratings

If the administrator/supervisor has performance concerns and completes a performance review with "Needs Review" or "Eligible for probation" ratings, the employee must be provided with specific examples supporting the rating(s) and provided an opportunity to respond. The District will provide the employee a written plan of improvement to help the employee overcome the deficiencies. A follow-up evaluation will occur after thirty (30) days and within sixty (60) days. Within that timeframe, if the employee demonstrates improvement, the rating may be revised. If not, the original rating will stand, and further steps may be taken.

Probationary Status

If, after the initial 30-working days following a written plan of improvement the employee does not demonstrate improvement, the employee may be placed on probation. No employee shall be placed on probation unless a written plan of improvement as described above was provided and a minimum of thirty (30) working days were provided after the employee's receipt of the plan of improvement; the thirty (30) days may rollover from one school year to the next school year.

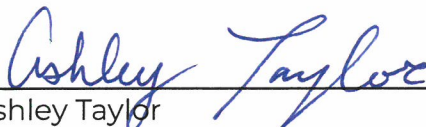
When placed on probation, the employee shall be notified in writing and provided an updated written plan of improvement. After thirty (30) days, the evaluator shall complete another evaluation. If the employee demonstrates measurable improvement—defined as an increase of at least 2 points on the evaluation—they may be granted an additional, one-time, 30-working days probationary period. The purpose of the extension is to allow the employee time to reach a minimum evaluation score of 20, which is required to be removed from probationary status.

Probation - Right to Representation:


Upon receipt of the notice placing the employee in a probationary status, the employee shall have the right to have, upon request, an Association representative present at all subsequent meetings. Meetings are not to be unduly delayed, (no more than two (2) business days) in order to have an Association representative present.

This MOU will be in effect through the close of the current bargaining agreement, sunseting on August 31, 2026, unless otherwise agreed by the parties.

For the RCA:

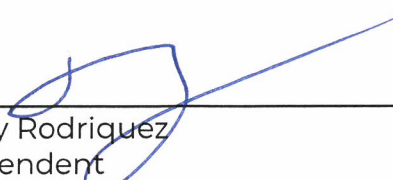


Ashley Taylor
RCA President




Date

For the District:



Dr. Jenny Rodriguez
Superintendent



Date

RIDGEFIELD SCHOOL DISTRICT

Classified Employee | Performance Evaluation

Name		Position		Evaluation Type	
Location		School Year		Probation	30 days
Evaluator		Date		Annual	60 days

4 - Distinguished: Exceeds expectations consistently 3 - Proficient: Meets expectations consistently. 2 - Basic: Partially meets expectations and some improvement needed. 1 - Unsatisfactory: Does not meet expectations		Distinguished	Proficient	Basic	Unsatisfactory
INDICATOR	CRITERIA				
1. Job Knowledge & Skills	<ul style="list-style-type: none"> Demonstrates understanding of duties, procedures, and applicable tools Applies skills and knowledge appropriately and adapts to role updates 				
2. Quality of Work	<ul style="list-style-type: none"> Completes work accurately, neatly, and thoroughly Takes pride in work; makes minimal errors 				
3. Productivity & Time Management	<ul style="list-style-type: none"> Manages time efficiently and meets deadlines Organizes tasks effectively and prioritizes responsibilities 				
4. Communication & Collaboration	<ul style="list-style-type: none"> Communicates clearly and respectfully with coworkers and students Demonstrates a cooperative and team-oriented attitude 				
5. Dependability & Responsibility	<ul style="list-style-type: none"> Reliable and consistent in attendance, punctuality, and task completion Accepts responsibility for performance and follows through on assignments 				
6. Adaptability & Initiative	<ul style="list-style-type: none"> Adjusts well to change and seeks solutions proactively Demonstrates willingness to learn and improve 				
7. Safety & Compliance	<ul style="list-style-type: none"> Follows safety rules, procedures, and District policies Maintains a safe and organized work environment 				
8. Professionalism & Conduct	<ul style="list-style-type: none"> Demonstrates ethical behavior and models respectful workplace norms Maintains confidentiality and professionalism at all times 				
Distinguished: 29-32 Proficient: 21-28 Basic: 13-20 Unsatisfactory: 8-12		Total Score			

EVALUATOR COMMENTS

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Your signature confirms only that you've read and discussed this evaluation, not necessarily agreement or disagreement. You may submit a written response to *Employee Services* within three (3) days to be attached to the evaluation and your permanent personnel file.

Employee's Statement: ☐ Not Necessary ☐ Attached ☐ Will be sent to the *Employee Services* office

Evaluator Signature

Employee Signature

RIDGEFIELD SCHOOL DISTRICT

Classified Employee | Self-Reflection

Name		Position	
Location		School Year	

Overview: This optional self-reflection allows you to assess your performance, highlight strengths and identify areas for growth prior to your evaluation. It aligns with the evaluation criteria and completed reflections will only be included if you choose to submit them.

INDICATOR	COMMENTS
1. Job Knowledge & Skills How effectively do I apply the knowledge and skills required for my position?	
2. Quality of Work Am I consistently producing accurate, thorough, and high-quality work?	
3. Productivity & Time Mgt. How well do I manage my time and stay productive during my workday?	
4. Communication & Collaboration Do I communicate clearly and work well with others?	
5. Dependability & Responsibility Am I reliable, and do I take ownership of my responsibilities?	
6. Adaptability & Initiative How well do I adapt to changes and take initiative when needed?	
7. Safety & Compliance Am I consistently following safety procedures and district policies?	
8. Professionalism & Conduct Do I represent myself and the district professionally in my behavior and attitude?	

ADDITIONAL COMMENTS (OPTIONAL)

Employee Signature

Date Submitted to Evaluator