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	Underperforming Teacher/Employee Policy	2022	2	Page 1 of 1	WMCHS-0017
		<b>Review Date:</b>			<b>Approved By:</b>
2027	Board of Directors				

We expect teachers, coaches, and all employees to honor our Lord and Savior by joining together in our common mission to educate with excellence, integrate faith with knowledge, and equip students to work and serve Christ in their community. Our Administrator will monitor, evaluate, and assist all employees having difficulties, whether new employees or experienced\*. Initially, this may be accomplished through either formal or informal intervention, setting parameters that encourage and monitor the progress of the employee in question. The focus is expected to be developmental, rather than punitive. However, employees who persist in demonstrating incompetence or other weaknesses adversely affecting their performance will be assisted and monitored consistent with the following policy:

**I. PROBATION**

- A. The employee may be placed on probation for up to one year
- B. Areas of concern will be clearly identified in writing, along with consequences for failure to improve
- C. The Director of Instruction, Athletic Director, or Immediate Supervisor may be added to the probation monitoring team
- D. A timeline for improvement will be developed
- E. A peer mentor may be assigned
- F. A Probation Progress Report shall be prepared and periodically updated, at least quarterly
- G. If satisfactory progress has occurred, probation may be discontinued at any time at the discretion of the Administrator

**II. CONTINUED UNDERPERFORMANCE**

- A. Procedure
  - 1. Written complaint alleging misconduct
  - 2. Meeting with the Administrator
    - a. Employee may present evidence rebutting the allegations.
    - b. If the allegations are not rebutted the Administrator is empowered to determine the consequences, including termination of employment.
    - c. The decision must be in writing and served on the employee.

**III. APPEAL OF TERMINATION DECISION**

- A. An employee receiving notice of termination and desiring to appeal the decision must follow the following procedure:
  - 1. Request a Rehearing before the Administrator
    - a. The Administrator shall meet with the employee, consider all relevant evidence or information, and render a written decision.
  - 2. Request a Hearing before the Board
    - a. The Board President shall appoint an ad-hoc Appeal Committee of Board members to hear the appeal.
    - b. The Appeal Committee shall hear the appeal and render a written decision.
    - c. The Appeal Committee decision is final.

**Adopted by Board: April 2013**

\*WMCHS has existing policies for routine periodic evaluation and review of employees (which include an “at will” element) and a summary termination policy for employees who engage in gross misconduct, gross incompetence, criminality, or insubordination. These policies take precedence over the Underperforming Teacher/Employee Policy.