

**Opt-In:**

Opt in appeals period: March 2009. Principals were provided instructions for validating opt in status. Employees had five days to change opt in status. Opt In appeal period: March 9-13, 2009.

No appeals of opt in status will be process when results are tallied.

**Classroom Observations:**

Principals, Assistant and Associate principals were given instructions through out the introduction of the program in January and February 2009. Additional information was distributed through the Executive Directors at the Learning Communities. In March 2009, evaluators (principal, assistants and associates) were given written instructions and screen by screen instructions on how to enter the classroom observations into oracle. The deadline for conducting observations is the end of the school year, June 3, 2009. Classroom observations must be entered in to oracle by June 30, 2009.

If observations took place but were not entered into the system, teachers will have an opportunity in August to appeal. Appeal period: August 1-30, 2009.

For situations where mulitple classroom obserations were not conducted, no appeal will be allowed. If multiple classroom observations did not take place, teachers should contact their Learning Community Executive Director for assistance. It is the Principal's and/or Evaluator's responsibility to ensure all classroom observations are completed by the end of the school year and entered into the oracle system.

**Appraisal Ratings:**

Appraisal ratings must be entered into oracle to be considered for the Performance Pay Program. PDAS summative evaluations must be entered in oracle by May 15, 2009. Teacher Assistants, Assistant and Associate Prinicipals' 3R appraisals must be entered into oracle by July 31, 2009. Principal appraisals must be entered in to oracle by July 31, 2009.

Employees will be able to review the appraisal rating used for Performance Pay beginning August ??, 2009. Appeals of the ratings to August 1- 31, 2009.

**Employee Attendance:**

Employees may review the absences used to calculate attendance rate in oracle. Attendance appeals will be allowed from August 1-30, 2009. Employees whose attendance was entered incorrectly must provide documentation that the absence was requested correctly but recorded incorrectly by the time keeper. Exempt/ Non Exempt exception forms with affidavit from principals and time keepers may be required.

No appeals based on absence reasons will be processed.

**Division Classroom Effectiveness Index (CEI) :**

You may not appeal your CEI score if you validated your class rosters indicating no changes. Roster updates for Semester 1 completed February 16- March 13, 2009. Roster updates for Semester 2 completed May 4-27, 2009.

No CEI appeals based on incorrect rosters will be accepted.