

## **Presentation on the Complex Area Superintendent Evaluation: Process and Timeline**

### **Excluded Managerial Compensation Plan (EMCP) Performance Evaluation System for Complex Area & Assistant Superintendents**

#### **Statutory Basis**

State law, School Code (Regulation #5602), and BOE Policy require that the DOE administer evaluation programs for all teachers and educational officers. HRS 302A-638 further specifies that evaluations “shall be performed at least once in each school year.”

Act 253, SLH 2000, the Civil Service Reform Act, increased flexibility in pay for excluded managers and specifically acknowledges variable pay related to performance. HRS 89-C permits implementation of a Variable Pay Program, which is limited or fixed by the authority of the chief executive body of the respective jurisdiction (i.e., the Board of Education for the DOE), and is subject to the ability to pay.

#### **Overview of System**

The EMCP group is comprised of division chiefs, chief staff officers, and managers of major branches. The EMCP Performance Evaluation System and a related manual were developed by the Department of Human Resource Development, which has been adapted for the evaluation of Complex Area and Assistant Superintendents. The EMCP Performance Evaluation System provides:

- Consistency in ratings for managers in all departments through a common performance management and evaluation system;
- Focus on specific needs in each program area;
- Flexibility to meet specific departmental and program needs through weighting/prioritizing elements; and
- Consistency in rewards through common standards.

The annual rating period, which is normally from July 1 through June 30 for other state agencies and departments, has been modified to align with the availability of Strive HI and other school-level data. During the course of the evaluation period, the Deputy Superintendent has periodic conferences with the CASs to discuss areas of challenge and strength using relevant available data.

There are five basic ratings:

- 1) Exceptional (overall scores between 450 and 500);
- 2) Exceeds Expectations (overall scores between 350 and 449);
- 3) Fully Meets Expectations (overall scores between 250 and 349);
- 4) Needs Improvement (overall scores between 150 and 249); and
- 5) Unsatisfactory (overall scores between 0 and 149)

This system evaluates two aspects of managerial work:

- a) Overall Management – the managerial actions and competencies needed in the job such as managing human resources, fiscal management, customer focus, etc.; and
- b) Performance Objectives and Program Accomplishments – assesses the completion of the main program accomplishments during the rating period.