

Conduct regular performance evaluations and keep written documentation of the evaluations.

- Employee performance evaluations should be completed pursuant to the educational entities' policies, applicable CBA, and/or the employee's individual employment agreement.
- Evaluations should be completed honestly and include clear and specific examples of employee performance strengths and deficiencies.
- Employees should be provided with a written draft of their performance evaluation in advance of the performance evaluation meeting.
- When meeting with the employee to review the performance evaluation, remember:
 - Schedule an appropriate amount of time.
 - The meeting should be a two-way conversation with the employee.
 - Be honest.
- Once the performance evaluation is finalized, ask that the employee sign evaluation.
- Employee performance evaluations should be retained pursuant to Oregon's retention laws.

Information included in the employee performance evaluation should not be a surprise to the employee! Provide ongoing feedback to employees, as needed and appropriate.

Address performance issues in a timely manner.

- If an employee is not meeting performance expectations, do not wait to provide directions to the employee on how to correct errors or deficiencies in performance.
- Failing to promptly address performance issues can lead to increased potential liability.

Consult with your general counsel and/or PACE Legal before taking any adverse employment action.

- Even when necessary and justified, adverse employment actions (e.g., non-renewal, dismissal, disciplinary action) result in increased potential liability.
- Consulting with legal counsel *before* taking an adverse employment action can help mitigate potential risks.
- As PACE members, you have access to PACE legal services at no additional cost.
- Consultation with PACE legal counsel at least 72 hours *before* taking an adverse employment action¹ is required to qualify for the PACE deductible waiver.

¹ For the purposes of the PACE deductible waiver, an adverse employment action includes any termination of employment, demotion, nonrenewal/nonextension, or suspension without pay and benefits.