

## Action Plans for Licensed Employees

Board Policy: P-26  
Adopted: March 8, 1999  
Revised: April 5, 2010

### I. General Philosophy Statement

The Board expects all licensed employees to maintain high levels of performance. If employees are not meeting these standards the superintendent and his/her administrative staff are expected to work to address any identified deficiencies. Any licensed employee who is not progressing toward “proficient or an “at standard” rating on a performance summative evaluation or who is not adhering to policy P-21 *Code of Professional Practice and Conduct* shall be placed on an “Action Plan” to improve performance unless he/she is recommended for dismissal or demotion. The action plan constitutes a warning to the employee that he/she must improve his/her performance in order to continue working for the school system.

### II. Regulations

#### A. Action Plans Required

Unless he/she chooses to recommend dismissal, demotion or nonrenewal of a poorly-performing employee, the Superintendent shall require his/her administrative staff to develop and implement an “action plan” or plan for improvement of performance for each certified employee who is not progressing toward “proficient” or “at standard” rating on a performance summative evaluation or who is not adhering to policy P-21 *Code of Professional Practice and Conduct*. An employee’s compliance with the action plan is mandatory.

#### B. Action Plan Defined

An “action plan” shall include the following components:

1. Identification of Deficiencies All performance deficiencies identified in the employee’s evaluation shall be identified and addressed on the action plan.
2. Performance Expectations For each problem identified, the plan must include a statement of the expected level of performance.
3. Strategies The plan shall set forth a strategy or strategies designed to correct each identified deficiency. Strategies should be specific and clearly stated. The supervisor may consider input from the employee in developing the plan. He/She shall also identify all individuals responsible for implementing the plan.
4. Dates for Monitoring and Completion The plan must include dates upon which the employee’s progress under the plan will be reviewed and the date by which the performance is to be improved to the expected level. Action plans required by this policy shall be drafted to be completed within 90 instructional days or before the beginning of the next school year.
5. Growth Plan Teachers who are placed on an Action Plan will also be placed on a “Directed” or “Monitored” Growth Plan according to the North Carolina Evaluation Process.

C. Reevaluation Required

Upon completion of the action plan, the superintendent, superintendent's designee (Associate Superintendent and/or Human Resource Officer), and the employee's supervisor(s) shall reevaluate the employee. If the employee's performance fails to meet expectations stated in the plan, the superintendent and the employee's supervisor shall recommend that the employee be dismissed, demoted or a new action plan developed if the employee is making progress.

D. Special Provisions Relating to Licensed Employees in Low Performing Schools

The Haywood County Schools will follow State procedures for action plans in this area when appropriate.

E. Other Procedures

The superintendent or designee shall develop any other procedures necessary to carry out the board's directives.

**Legal References:** G.S. 115C-287, G.S. 115C-333, G.S. 115C

**See Also:** Board Policy P-17 Personnel Appraisal  
Board Policy P-24 Recruitment, Selection, Retention, and Non-renewal of Licensed Employees  
Board Policy P-25 Licensed Employee Dismissal, Demotion, and Non-renewal