

Time Form for Employee Evaluations

For any employee of an education system, being present on the job is critical in improving student learning, therefore employees being present and on time will help maximize student instructional time and ensure all services, from the support staff to the administrators, are available to every student. The Virgin Islands Department of Education (VIDE) includes time as one of the measures within the employee evaluation system. Time is indicated by an employee's attendance and tardies, if applicable, and follows the VIDE personnel attendance policy.

The Policy designates four categories for employee attendance: Outstanding, Exceeds Standards, Satisfactory, and Unsatisfactory. For the purposes of evaluation, the following rating scale is applied:

4=Outstanding/ 3=Exceeds Standards/ 2=Satisfactory, 1= Unsatisfactory

The **employee's supervisor completes the Time Form** based on the employee's record of attendance and tardiness, if applicable, in TimeForce, and submits it **BEFORE** the employee's **Final Summative Evaluation** meeting. A copy of the U.S. Virgin Islands Department of Education Personnel Attendance Policy can be accessed on the VIDE [EES web portal](#).

Attendance

1 Unsatisfactory	2 Satisfactory	3 Exceeds Standards	4 Outstanding
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13 or more absences	9-12 absences	5-8 absences	0-4 absences

Tardiness, if applicable

1 Unsatisfactory	2 Satisfactory	3 Exceeds Standards	4 Outstanding	Not Applicable
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13 or more tardies	9-12 tardies	5-8 tardies	0-4 tardies	If tardies are not reported, the NA score does not impact the final time score.

Total Time score is calculated by averaging the attendance and tardiness scores, if applicable. TalentEd automatically calculates the **Total Time score** when the form is submitted.

TOTAL TIME SCORE: