

FRISK MODEL

QUICK REFERENCE GUIDE

F Facts:	What did the employee do? Pinpoint the specific conduct and describe the conduct in complete and explicit terms. If necessary, supplement general statements with specific examples to provide a proper factual foundation.
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R Rule:	What should the employee have done? Include the rule, authority or expectation as board policies or administrative regulations, labor contract provisions, adopted curriculum, administrative directives, Education Code sections, recognized professional standards, AND include prior same rule violations.
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I Impact:	What was the impact of the employee's conduct on the district? Include facts which describe the negative or adverse effect of the employee's conduct on the district, other employees, students and parents.
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S Suggestions:	When and what do you want the employee to do to improve performance? What will happen if there is no improvement? How can you help the employee to improve? Include clear and unequivocal directions on the proper conduct you expect the employee to follow, the effective timelines and the consequences if the employee fails to comply, AND include suggestions for improvement.
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K Knowledge:	Does the employee have knowledge of the document as required by Education Code Section 44031? Include language notifying the employee of the right to file a response to a derogatory document prior to the document's placement in the personnel file.
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FRISK

Documentation Model

F RULES
A WORK
C IMPACT
T SUGGESTIONS

PRACTICAL
GUIDELINES
FOR EVALUATORS
IN DOCUMENTING
UNSATISFACTORY
EMLOYEE
PERFORMANCE

F
FACTS