EVALUATION OF FULL-TIME ADMINISTRATIVE AND SUPPORT STAFF

I. PURPOSE

Describes the system for appraisal of performance of full-time administrative and support staff.

II. BACKGROUND

Evaluation of full-time staff involves procedures intended to help insure that College-wide goals and unit objectives are met. The fundamental purpose of evaluation is the documentation and improvement of staff performance. The evaluation process is a cooperative effort between the person being evaluated and the supervisor. The evaluation itself is based on how the staff member has performed in relation to the formal job description, the characteristics identified with the staff member's role at the College, and the performance objectives agreed upon by the staff member and supervisor. Areas in need of improvement are discussed and documented in writing with the person being evaluated. The supervisor provides a written improvement plan to assist the employee in job performance.

III. POLICY

A. Every full-time staff member (i.e., administrator and member of the support staff) shall be evaluated at least once a year by their immediate supervisor.

B. This formal annual evaluation shall be designed to assist the staff member to improve performance and shall be based on the staff member's job description, responsibilities, and duties.

C. The final results of the evaluation process shall be reviewed with the staff member in a conference.

D. The original completed performance evaluation form, along with any employee responses to the evaluation will become part of the employee’s official personnel file and will be maintained in the Human Resources Department.

E. The performance evaluation form is a formal instrument(s) developed by the Human Resources Department.

(POLICY APPROVAL: 10-25-95, Board of Trustees, amended 1-15-08, amended 10-16-12, amended 4-15-14)

IV. PROCEDURES

A. The annual performance evaluation for all full-time staff is completed by the last working day of January for the administrative staff, and by the last working day of February for the support staff of each year. The immediate supervisor assumes the responsibility that all performance review and evaluation deadlines are met.

B. The detailed process and procedure for completing the annual evaluation is the responsibility of the Human Resources Department. Instructions and timelines are disseminated by the Human Resources Department.

V. GUIDELINES

A. The Human Resources Department reviews the performance evaluation process and procedures on an annual basis to determine if it continues to meet the goals and objectives of the College.
B. Complaints involving evaluation are handled as follows:

1. An employee who questions his or her evaluation discusses the complaint with the appropriate supervisor in an effort to settle the issue. The employee has up to seven calendar days from the time of his or her receipt of the evaluation to discuss complaints with the evaluating supervisor.

2. All complaints must be discussed and answered. Management is charged with creating an atmosphere of trust without fear of retaliation or hostility. A well-thought-out and reasoned answer can prevent formal grievances at this point in the process.

3. If the employee is not satisfied with the informal meeting with the supervisor, the employee should refer to Regulation 877 (Employee Grievances).

Reg 876

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10-25-95
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4-15-14