

Refer to Section {B}
{Personnel}Unit

Procedure for {B 14 – Performance Evaluations}



1. Supervisors should complete performance appraisals upon the following occasions:
 - a. Completion of probationary period
 - b. Prior to the annual salary review in the spring of each year
 - c. Within four weeks when an employee is transferred or promoted to a new job
 - d. Within four weeks when an employee is assigned to a new supervisor
 - e. Whenever significant or extraordinary incidents occur during the interim between formal evaluations, i.e. each time the employee performs exceptionally poorly or well
2. If a performance appraisal has been completed on the employee within one month prior to the annual review, a new appraisal need not be completed.
3. Supervisors should understand that the performance appraisal process is an ongoing function. There should be a positive and constructive atmosphere surrounding the appraisal process in which the supervisor works informally on a daily basis to help employees work to their potential and understand their successes and failures. Between scheduled appraisals, supervisors should discuss with employees on an informal basis any performance issues that warrant attention and should keep written records of any significant incidents.
4. In order to give uniformity to the evaluations, the director of administrative services will lend assistance to each supervisor in developing and distributing the evaluation tools. All evaluations will contain the following common elements:
 - a. Employees will be afforded the opportunity to express in writing and/or orally their own perceptions of their job descriptions and performance.
 - b. All evaluations require at least one conference between employee and supervisor for a candid, professional exchange of views. The purpose of this conference is to learn from one another, to clarify misunderstandings, and to offer suggestions, directions, praise for work well done, or clear statement of areas that need improvement. Supervisors should give candid assessment of performance.
 - c. Each appraisal should include the supervisor's comments and recommendations, an action plan for both the employee and supervisor, and performance goals for the next evaluation period.
 - d. A copy of each written assessment of performance will be given to the employee, the supervisor, the senior officer who has authority over the supervisor; and a copy will be placed in the employee's personnel file. A copy may be sent to the president of the college at the request of any of the above-mentioned persons.
5. The procedure and timetable for annual spring evaluations is as follows:
 - a. Around mid-February of each year, the director of administrative services will notify all supervisors of evaluation procedures and deadline dates for completion.

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- b. Senior officers are apprised of the money allocated for pay increases for the upcoming fiscal year and determine how it will be distributed among their employees.
 - c. The annual evaluation process should begin no earlier than April 1 and must be completed by supervisors and forms returned to the director of administrative services by May 31. Supervisors who have less than twelve-month employees must be sure their evaluations are completed before those employees depart from campus.
 - d. All evaluations are to be returned to the director of administrative services by May 31. The director of administrative services will then forward the evaluations to the appropriate senior officers for approval.
 - e. If the senior officer does not concur with the evaluation, an addendum will be attached and given to all concerned parties. Additional conferences will be held as deemed appropriate by the senior officer.
 - f. After review by the appropriate senior officers, all evaluations will be returned to the director of administrative services by June 15.
 - g. Letters indicating increments for the upcoming fiscal year will be distributed to each employee prior to the first pay day in July. These letters will be completed by the director of administrative services for the signature of the appropriate senior officer.
 - h. No increment letters will be sent until all evaluations have been completed and reviewed. All letters will be distributed by the director of administrative services at a mutually agreed time.
6. The college may not have the resources in a given year to make routine salary adjustments for the next fiscal year. Also, adjustments may be delayed until the beginning of the calendar year, contingent on the official budget adopted in November that takes into account revenues anticipated based on the fall enrollment. The evaluation process is always to be completed within the times specified as a part of the overall assessment of the institution's effectiveness whether or not monies have been allocated for employee raises.