

2480 – Regular Staff Evaluation Process

The primary basis of an evaluation is job performance, although other factors that affect the work group, department, and the College may be included in the evaluation. The purpose of performance evaluation is to improve job performance, the employee's value to the College, and to advance the employee's skills and abilities.

Evaluation Schedule

Evaluation of staff occurs in accordance with the following schedule:

1. A staff member who is either new to the College or who has transferred into a staff position shall be evaluated after 30 days and again after 90 days in their new staff position.
2. A staff member shall also be evaluated annually each spring.

Evaluation Documents

- Staff Review Form – completed by the both supervisor and the employee
- Job Description – applicable job description is to be reviewed by both the employee and supervisor for possible updates

Evaluation Scoring

If a supervisor indicates the staff member did not meet one (or more) of the performance standards, the supervisor must include comments documenting how the staff member did not meet the standard(s) and the staff member may be placed onto a Performance Improvement Plan (PIP).

If the employee is on an active PIP, the supervisor must check the PIP checkbox on the Staff Review Form and discuss the PIP status in the current evaluation form.

Performance Improvement Plan

- The primary purpose of placing an employee on a Performance Improvement Plan is to create awareness of the concern, formalize actions to correct the problem, establish expectations to prevent recurrence, and prepare the staff member for satisfactory service.
- Once a supervisor has prepared a Performance Improvement Plan, the Plan must be sent up the chain-of-command through the appropriate Dean/Vice President and the Director or Assistant Director of Human Resources before being presented to the staff member.
- After receiving chain-of-command approval, and presenting the Plan to the staff member, a copy of the Plan must be sent to the Office of Human Resources for inclusion into the staff member's personnel file.
- At the conclusion of the Plan, the original form must be sent to the Office of Human Resources for inclusion into the staff member's personnel file.

Evaluation Meeting

The supervisor will sit down face-to-face with the staff member to go over the results of the employee's section of the Staff Review Form, the supervisor's section of the Staff Review Form, the job description review and if applicable, the Performance Improvement Plan. During the evaluation meeting, the form(s) must be signed by both the supervisor and the staff member. If the staff member refuses to sign the form(s), the supervisor must write "Staff Member refuses to sign this form" in place of the staff

member's signature. After the evaluation meeting, the form(s) must also be signed by the supervisor's supervisor prior to being sent to HR for tracking and attainment of additional signatures. An electronic copy (Word format) of the revised job description (if applicable) must be sent to the Office of Human Resources for final review, approval and posting on the T Drive.

Telecommuting Agreements

During the annual review, if the staff member has a current Telecommuting Agreement, a new Telecommuting Agreement must be submitted to HR with a July 1 effective date in order for the telecommuting arrangement to continue into the new fiscal year.

Other specific details regarding staff performance evaluations will be as communicated by the Office of Human Resources.

Contact(s): Director of Human Resources

Related Form(s): Staff Review Form; Performance Improvement Plan; Performance Improvement Plan Sample

Relevant Policy or Procedure(s): Policy 1465-Performance Evaluation

Approved by: President

Date: 10/16/07

Revision(s): 10/30/17