

## **2-21 Employee Evaluation**

Regular full-time and part-time staff are to be evaluated at least annually in a formal process resulting in a written product which is filed in his or her personnel file. Each supervisor is responsible for insuring that each employee under his or her direct and indirect supervision is evaluated annually.

The purpose of the evaluation process is to recognize outstanding and dedicated service to the college; to encourage the professional growth and improvement of the staff and, thereby, to improve the quality of each individual's service to the college; to provide opportunities for improving relationships between instructional, administrative, and other personnel; and to make known the reasons for negative evaluations and to provide a means for informing persons of the need for improvement.

The format for evaluations should be as follows:

- For non-exempt employees, complete the Annual Staff Evaluation form. The form must be completed electronically so that the employee and supervisor can evaluate each area and then the employee must complete the self-evaluation section.
- The maintenance and custodian staff will complete the Annual Maintenance Staff Evaluation form.
- For exempt employees (management and professional staff), complete either the Annual Staff Evaluation form or the Annual Supervisory/Leadership Evaluation form. The form must be completed electronically so that the employee and supervisor can evaluate each area and then the employee must complete the self-evaluation section.

Employees should be given the opportunity to review and comment upon their evaluations.

Evaluations may be completed at any time during the year so long as they are done annually. Each year by March 15, each Vice President and Dean will forward to the Director, Human Resources a summary of which employees within their department have and have not been evaluated during the previous 12 months. The Director, Human Resources will notify any Vice President and Dean who fails to provide this report. Any employees who at that point have not been evaluated during the prior 12 months should receive an evaluation prior to May 1. On June 1, the Director, Human Resources will confirm that the annual evaluation process has been completed and provide a summary report to the President.

### **Plan of Improvement**

A regular full-time employee may be issued a plan of improvement whenever such is deemed necessary or advisable by their supervisor. For example, a supervisor may make such a recommendation when the employee is not meeting or exceeding supervisor's expectations or concerns about job performance have previously been discussed with the employee by the immediate supervisor. A plan of improvement will outline the duties, responsibilities, performance, conduct or attitudes that need to be improved during a specified timeframe. The employee will be asked to sign the plan to acknowledge their understanding of the plan. Lack of improvement under such a plan may be a condition for not offering an employment contract to the employee.

The supervisor's recommendation to issue a plan of improvement should be made to the appropriate Senior Administrator and should be developed with input from the Human Resources Office. There shall be no right of appeal from the placement of an employee on a plan of improvement. It is the responsibility of the supervisor to meet with the employee to review the progress of the plan of improvement. Such reviews can but do not necessarily have to occur within the usual evaluation process.

### **Evaluation of the President (1C SBCCC 300.98)**

The Board of Trustees shall evaluate the President annually and notify the State Board in writing that the evaluation has been completed by July 1 of each year.