

Section: GENERAL INFORMATION  
Subject: Performance Evaluation – Non-Faculty  
Number: HR 3225

I. Institutional Regulations

- A. The performance of each Regular employee shall be evaluated by his/her immediate supervisor and documented on the College performance appraisal form according to the following schedule:
1. Support Staff, Confidential Clerical, IES Administrative Support and Trail Point Support employees – at the end of the 180 day probationary period, annually for the first two years of employment, and then every third year\* thereafter;
  2. Administrative/Professional and IES Administrative/Professional employees with employment agreements – annually for the first two years of employment, and then every third year\* thereafter;
  3. Administrative/Professional employees with continuing contracts – annually during the probationary period and every third year\* thereafter.

\*The tri-annual evaluation cycle shall be based on the alphabetical order of employees' last names. Employees shall be folded into the tri-annual cycle after they have completed their initial probationary/annual cycles:

A-G	Due in FY17 and every 3 <sup>rd</sup> year thereafter
H-O	Due in FY18 and every 3 <sup>rd</sup> year thereafter
P-Z	Due in FY19 and every 3 <sup>rd</sup> year thereafter

- B. Annual performance evaluation forms for Administrative/Professional and IES Administrative/Professional employees shall be due by March 31<sup>st</sup>. Annual performance evaluation forms for Support Staff, Confidential Clerical, IES Administrative Support, and Trail Point Support employees shall be due by May 31<sup>st</sup>.

II. Procedure

- A. The performance evaluation shall be documented on the appropriate College performance evaluation form. Forms are available for the following employee groups: support staff, and administrative/professional employees.
- B. Support Staff - Union
1. Within 2 weeks of employment, the Employer will acquaint the employee with the evaluation procedure, including the evaluation instruments to be used. No evaluation will take place until such orientation has been completed.
  2. A copy of each formal written evaluation shall be given to the employee and a conference shall be held between the employee and the immediate supervisor. The employee shall have at least 2 days prior notice concerning the date of the conference. A copy signed by both parties shall be given to the employee. The employee's signature does not necessarily mean agreement with the evaluation, but rather awareness of the content.
  3. Within 10 working days of the conference, the employee shall have his/her written response to the evaluation and/or evaluation conference placed in his/her file and attached to the evaluation.
  4. Where the employee's performance is in need of improvement, the evaluator will so note in the written evaluation, and offer recommendations and assistance for improvement.
  5. Each employee shall have the right to review the contents of his/her personnel file except for confidential information. A representative of the Association, at the employee's request, may accompany the employee in the review.

6. Any complaints directed toward an employee which are placed in his/her personnel file are to be called to the employee's attention in writing.
  7. The employee shall have the right to reproduce any of the contents of his/her file at his/her expense.
- C. Non-Union Represented Staff  
The employee shall be asked to sign the completed evaluation form in order to indicate that the evaluation has been discussed with him or her. The employee may provide a written response to the evaluation.
- D. The completed evaluation form and written response, if any, shall be sent to Human Resources, through the appropriate supervisors for placement in the employee's personnel file. The employee shall be given a copy of the evaluation.
- E. Nothing in this procedure precludes more frequent performance evaluations in the event supervisors deem them necessary.

APPROVED:



Executive Director, Human Resources

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