

NORTHEAST COMMUNITY COLLEGE
ADMINISTRATIVE PROCEDURE NUMBER: AP-7315.0
FOR POLICY NUMBER: BP – 7315
EMPLOYEE PERFORMANCE REVIEW PROCEDURES

1. PROCEDURE SUMMARY STATEMENT

To establish procedures for evaluating the performance reviews of employees.

2. DEFINITIONS

N/A

3. PROCEDURE

3.1 Frequency

3.1.1 Employee performance reviews shall be conducted on an annual basis using the appropriate forms for the following:

3.1.1.1 Classified Staff

3.1.1.2 Full-time Faculty

3.1.1.3 Professional/Managerial Staff

3.1.1.4 Administration

3.1.1.5 Upward Assessment

3.1.2 Additional reviews may be conducted at the discretion of the immediate supervisor in the following circumstances:

3.1.2.1 New hires - following a 30-day introductory period and anytime through the two year probationary period.

3.1.2.2 Employees transferring to another position - following a 90-day period in the new position.

3.1.2.3 Employees working under a new supervisor – following a 90-day period.

3.1.2.4 Employees in a performance improvement plan or a positive discipline program.

3.1.2.5 Upon the request of an employee.

3.2 Evaluation Forms

3.2.1 Supervisors shall use the standardized evaluation forms approved by the Human Resources Office based upon the classification of the employee being evaluated:

3.2.1.1 Classified Staff Performance Review

3.2.1.2 Faculty – Instructional Evaluation Document

3.2.1.3 Administrative and Professional/Managerial Performance Review

3.2.1.4 Upward Performance Assessment

3.3 Position Description

3.3.1 A copy of the employee's current position description shall accompany the evaluation form and shall be reviewed by the employee and supervisor. Any requested updates or changes to the position description shall be forwarded to the Human Resources Office for consideration.

3.4 Distribution, Collection, and Filing

3.4.1 The Human Resources Office is responsible for the distribution, collection, and filing of employee performance review forms. The official copy of the completed form is the property of the college and will be maintained in the employee's personnel file for a period of five years. Supervisors and employees may elect to make unofficial photocopies for their own records prior to submission to the Human Resources Office.

3.4.2 Access to official employee performance review documents shall be on an as-needed and right-to-know basis. Generally, only the employee, his/her immediate supervisor, the divisional vice president, the president, and the human resources staff would have access to these documents.

3.5 Self-Appraisal

3.5.1 The annual performance review process allows for self-appraisal by the employee. Both the supervisor and the supervisee will individually complete a form prior to jointly meeting to complete the evaluation process. During the evaluation meeting, the employee and supervisor can compare their evaluations and address any differences in their assessments. Only the final evaluation form is submitted to the Human Resources Office.

3.6 Upward Performance Assessment

3.6.1 The purpose of the upward performance assessment is self-improvement. The Upward Performance Assessment Form shall annually be completed on each supervisor by his/her supervisees. The Human Resources Office distributes the appropriate forms and compiles the information provided by the supervisor's subordinates and provides a summary copy to the supervisor and his/her supervisor. The official copy of the compilation is maintained in the supervisor's confidential file in the Human Resources Office for a period of five years. The individual supervisees' upward performance assessment forms are destroyed after the compilation is done.

3.7 Performance Improvement Plan

3.7.1 The purpose of a performance improvement plan is to communicate a method of corrective action clearly and consistently to the employee in cases when the employee's performance is deemed unacceptable. It is the supervisor's responsibility to administer the procedure in a positive and constructive manner with the intended outcome being that the employee improves his/her performance of the job. In developing an improvement plan, the employee and supervisor should mutually agree to specific goals and actions to be undertaken, along with a timeline for achievement. Although each plan will be appropriate to the individual employee's situation, every plan should allow for a minimum of monthly review of the employee's performance. A copy of the plan should be maintained by the supervisor, the employee, and the Human Resources Office for a period of two years. Performance problems differ from behavior problems that are addressed through the Positive Discipline Policy and Procedure, BP-7322 and AP-7322.0.

3.7.2 Failure to make satisfactory improvement under a Performance Improvement Plan may result in Employment Probation as provided in BP-7325 and AP-7325.0 or in termination.

4. APPLICABILITY

N/A

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SCHEDULE FOR REVIEW: 2017

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RELATED PROCEDURES/ REFERENCE: AP-7322.0; AP-7325.0

PROCEDURE KEY WORDS: employee evaluation, employee review