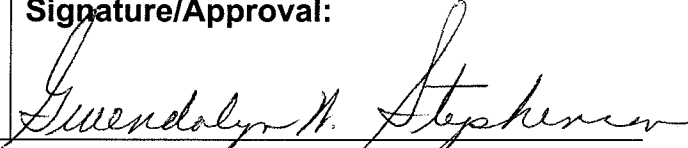


ADMINISTRATIVE RULES

Title: PERFORMANCE APPRAISALS	Identification:	6HX-10-3.18
	Page:	1 of 1
	Effective Date:	6/15/05
Authority: SBE 6A-14.0261 FS 1001.64; 1001.65	Signature/Approval:	

PURPOSE

This administrative rule establishes College policy on performance appraisals for full-time faculty and staff.

RULE

An annual performance appraisal shall be completed for all full-time Administrators and non-probationary Professional/Managerial and Classified staff. If the appraisal reflects the employee's failure to meet performance standards, a special appraisal will be conducted by the employee's supervisor within a designated period of time. The employee's supervisor will review an appraisal with the employee if the employee's performance does not meet performance standards and necessary improvements to address identified deficiencies will be provided to the employee. An employee who does not meet performance standards may be terminated.

A probationary appraisal is required for all Professional/Managerial employees prior to the conclusion of the six (6) month probationary period and for all Classified employees prior to the conclusion of the four (4) month probationary period. An employee shall meet all performance standards for the probationary period for the designated employee class. The President or designee may extend in writing a probationary period up to six (6) months if an employee is not meeting performance standards and the supervisor determines more time is needed for assessment or appropriate training. Any time spent on extended leave will not count toward completion of an employee's probationary period. An employee on probationary status will be terminated if the employee does not meet performance standards.

Faculty covered by the FUSA collective bargaining agreement shall follow any applicable provisions governing performance appraisals contained in their collective bargaining contract. Professional/Managerial and Classified employees covered by the SEIU bargaining agreement shall follow any additional provisions contained under their collective bargaining contract

History: Adopted: 9/21/71; Amended: 12/18/74, 3/11/75, 10/15/86; Formerly: 6HX-10-2.030