

## ADMINISTRATIVE PROCEDURES

<b>Title: EMPLOYEE EVALUATION (PROFESSIONAL/MANAGERIAL AND CLASSIFIED/FULL AND PART-TIME)</b>	<b>Identification:</b> 3.34
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	<b>Effective Date:</b> July 1, 2007
<b>Authority:</b> SBE 6A-14.0261 FS 1001.64; 1001.65 HCC 6HX-10-3.18	<b>Signature/Approval:</b> Dr. Gwendolyn W. Stephenson

### PURPOSE

This procedure provides guidelines for the evaluation of full-time and part-time professional/managerial and classified employees and supplements those set forth in the collective bargaining unit agreements for the Service Employees International Union (SEIU) to the extent there is no conflict.

### PROCEDURE

The evaluation process is intended to improve an employee's performance, increase an employee's accountability and provide a basis for employment decisions.

Evaluations will be conducted openly, with the employee's knowledge. The evaluation forms contain confidential information and will be filed by Human Resources in an employee's limited access file.

Professional/managerial and classified employees will be evaluated by the appropriate supervisor after the initial probationary period of four (4) months of employment for classified employees and the probationary period of six (6) months for professional/managerial employees. Every new assignment establishes a new probationary period. The probationary period may be extended up to a maximum of six (6) months if the immediate supervisor so requests on a HRAR2 form, and extenuating circumstances exist which would have prevented an appropriate evaluation of the employee. Approval must be obtained by Human Resources prior to the extension. In addition, employees will be evaluated prior to the one-year anniversary date of their assignment and on an annual basis thereafter. A special evaluation may be done at any time other than the probationary and anniversary date appraisals to notify the employee of any changes to their performance, either negative or positive.

If there has been no change from the immediate previous evaluation and no formal evaluation is deemed necessary, the supervisor will discuss this fact with the employee and complete the Communication in Lieu of Performance Appraisal form. This form may not be used for more than two consecutive evaluation periods.

If an employee's performance is less than satisfactory following the probationary evaluation, the immediate supervisor, in consultation with Human Resources and the unit administrator,

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may recommend that an employee be terminated within thirty (30) days prior to the expiration of the employee's probationary period.

The professional/managerial and classified employee evaluation process is as follows:

1. Human Resources will forward an evaluation notice to the employee's Unit Administrator who will forward such notice to the employee's immediate supervisor thirty 30 days prior to the evaluation due date if the employee is full-time; if the employee is part-time, the supervisor will be responsible for keeping track of the evaluation date. The immediate supervisor will complete the evaluation form, discuss with the employee, and forward the completed form to Human Resources within the time frame reflected on the evaluation notice if provided.
2. Due to extenuating circumstances, the employee's immediate supervisor may request an extension of the due date. The request must be submitted to both Human Resources and his/her unit administrator, at least two (2) weeks prior to the due date.
3. An employee whose overall performance rating is less than satisfactory will receive written suggestions for improvement/change as outlined in a Performance Improvement Plan. This plan will be forwarded to Human Resources for inclusion in the employee's limited access file. If the employee's performance does not improve, his/her supervisor may recommend that the employee be terminated. (Refer to administrative procedure 3.32, Disciplinary and Corrective Action.)

The Performance Improvement Plan will include:

- A. an explanation of the deficiency(ies) or undesirable work habit(s);
  - B. suggestions for improving performance; and
  - C. the date for reassessing the employee's performance. The reassessment date and performance improvement period will not extend beyond ninety (90) days following the evaluation date.
4. The employee and his/her supervisor will discuss the contents of the evaluation form and sign the form. The employee will receive a copy of this form. In the event the employee elects not to sign the evaluation form, his/her supervising administrator will note this on the form.
  5. An employee who is dissatisfied with his/her evaluation may submit a written response for the record within ten (10) days following the date of the evaluation. This response will be attached to the evaluation form in the employee's limited access file.

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6. When an employee is separated from employment with the College, the Separation an Evaluation Report and the Separation of Employment Clearance form will be completed (refer to administrative procedure 3.11, Separation of Employment). The Separation Evaluation Report will be included as a part of the official file in the employee's limited access file.

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History: Replaces Procedure 2.029, Employee Evaluation (Professional/Managerial and Classified), and dated October 8, 1991.