

443-10 PERFORMANCE EVALUATIONS FOR STAFF **PROCEDURAL GUIDELINES**

1. PURPOSE

The primary reason for performance evaluations is to periodically evaluate, document and communicate an employee's effectiveness on the job. The performance evaluation process provides a systematic method for evaluating the extent to which an employee fulfills the requirements of the job. It is also used to provide a written basis for evaluating the job performance of both probationary and regular employees. Performance evaluations provide an opportunity for open and honest communication that should be encouraged throughout the evaluation period.

Periodic performance evaluations may be used for the following purposes:

1. To provide a forum for establishing goals and objectives for each employee, then subsequently discussing and documenting the employee's performance in relation to these.
2. To provide a means for informing an employee on how well he/she is doing with respect to job expectations and praising good performance.
3. To provide an opportunity to discuss problem areas, suggest needed changes in behavior, attitudes, skills, or job knowledge, and arrive at mutually agreed upon plans for improvement.
4. To provide a means for identifying training needs required to assure that organization objectives and institutional effectiveness are being met.
5. To provide a basis for and documentation of, decisions which support promotions, transfers, awards, layoffs, salary changes and disciplinary action.

2. PROCEDURE

Frequency of Performance Evaluations

Commendation, correction and explanation should be given at the time actions occur and not "saved up" for the formal evaluation. Therefore, ongoing assessment of an employee's performance should occur whenever the opportunity arises on a day-to-day basis.

The performance of each regular employee who is not on probation will be evaluated on their performance each fiscal year and completed.

Probationary Performance Evaluations

1. Classified Staff

A probationary employee is defined as one who has been employed for fewer than six (6) months or who is serving a subsequent probationary period in accordance with a promotion, transfer, or other job change. Time served while in temporary status does not count toward completion of probationary status requirements. A probationary employee may be dismissed at any time.

The probationary period for new non-exempt employees is six (6) calendar months. A secondary probationary period of three (3) calendar months results

from, but is not limited to, job changes such as transfers, promotions, demotions and reassignments. Notice of the initiation and culmination of the probationary period shall be provided to the employee and the employee's Supervisor by the Department of Human Resources.

Employees who transfer or change positions within the College during their six (6) month probationary period must complete the initial six (6) month probationary period while concurrently serving a three (3) month transfer probationary period. In no case would a transferred employee be considered probationary for less than three (3) months.

Probationary employees may be dismissed at the discretion of the College at any time during the probationary period and are not entitled access to the College's appeals or grievance process. However, probationary employees have the right to bring to the attention of the Human Resources Director any complaints of sexual and/or racial harassment or other discrimination.

Individuals who are rehired by the College must complete a new six (6) month probationary period.

A performance evaluation review, conducted by the Supervisor with the probationary employee, must be given no later than the end of the fifth (5th) month of employment. The supervisor must submit the performance evaluation and a recommendation to the Human Resources Director to either terminate the employee's service or transition the employee to regular employment status with the College. If the evaluation and recommendation are not completed within the required time frame, the employee will automatically enter regular status.

Neither the initial six (6) month nor three (3) month probationary period may be extended for purposes of additional evaluation.

2. **Administrative/Professional Employees**

Employees in this category do not serve a probationary period. In the event the College has reasonable cause to believe the assigned duties of the position are not being adequately performed, the College shall have the right to immediately terminate the employee and shall have no obligation other than payment of the agreed upon fees for services actually provided by the employee to the time of dismissal. An administrative/professional employee shall not be entitled to a grievance procedure following or prior to a decision of termination.

Process:

1. Supervisors will conduct a mid-year review with each employee after six (6) months of when the initial performance evaluation was established. At this time, goals are reviewed and any changes or recommendations can be made.

2. Supervisors should conduct performance evaluations sessions with each employee individually. When appropriate, means for improvement should be suggested and any questions the employee may have concerning assignment, work methods, or performance should be clarified. During the final performance evaluation, goals from the prior period are reviewed and goals for the next rating period are established. At the session, the employee will be provided a copy of the evaluation form.
3. The employee should prepare for the performance evaluation session by reviewing the past year's accomplishments, identifying his/her own strengths and weaknesses, and setting goals for the upcoming year. During the session, the employee should discuss the performance evaluation with the supervisor and sign the evaluation form. The employee's signature indicates that the rating has been discussed, a copy has been provided, but does not necessarily indicate concurrence with the rating.
4. The supervisor should then forward the original form to the Human Resources Department where it will become part of the employee's official personnel record. Copies may be filed in the department as well for comparative purposes during each yearly evaluation session. After the employee has signed the form no further entries are to be made on the form.

Right of Review:

Performance evaluations are not subject to the grievance procedure. However, an employee who disagrees with his/her evaluation may request that the performance evaluation be reviewed by the evaluating supervisor.

1. The employee's request for review must be filed no later than ten (10) work days from the date the employee first receives a copy of the Performance Evaluation form. The employee shall submit his/her request to the supervisor and the Human Resources Director. The request must be in writing detailing the reasons for the review.
2. The supervisor must issue a decision within ten (10) work days of receiving the written request. The supervisor's failure to meet the time requirements will constitute acceptance of the employee's changes. If the employee fails to submit his/her review within the ten (10) work days, the performance evaluation will stand in its original form.
3. If the employee is still dissatisfied the employee may appeal to the President by submitting a written request and attaching the initial decision from the supervisor within five (5) work days of receipt of the supervisor's decision.
4. The President will make a decision within ten (10) work days and his/her decision will be final.

The Human Resources Director may grant time extensions for any of the time requirements under this process if requested in writing by either party.

3. BACKGROUND

1. References: none
2. Revision history: none
3. Legal review: none
4. Sponsor: Human Resources

Guidelines effective: 11/29/2010

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