

H. Council Trenholm State Community College
Faculty and Staff Performance Evaluation Policy and Procedures
(Revised April 2016)

PURPOSE

The purpose of this policy is to provide a performance review system that encourages supervisors and employees to work together to accomplish the mission, goals, and objectives of the College, department and specific work units. It is intended to provide employees with a clear understanding of their duties and responsibilities and the work quantity and quality standards expected; to facilitate job-specific dialog between supervisors and employees; to provide performance feedback to employees; and to identify opportunities for performance enhancement.

POLICY

It is the policy of H. Council Trenholm State Community College that performance appraisals be conducted annually for all full-time employees and faculty.

The Alabama Community College System Uniform Guidelines requires that employees on Salary Schedule E submit a professional growth plan to be considered for any adjustments to salary. Additionally, the plan must be on file for one year prior to a review of salary. It is recommended that all staff employees submit a professional growth plan at the time of evaluation.

DEFINITIONS

Appraisal--The rating of an employee's performance on specified, measurable performance objectives.

Appraisal Period--A period of time for which an employee's performance is appraised. It usually consists of an annual period, such as the fiscal year.

Competencies--A set of behaviors combined with knowledge, skills, abilities, and personal attributes that are observable, measurable, and critical to successful individual or organizational performance. Can be knowledge-based (as found in KSA section of job description) or behavioral (such as personal effectiveness, thinking and problem solving, interpersonal effectiveness, independence of actions, etc.).

Duties and Responsibilities--Specific work tasks or activities critical to perform a job. These can be taken from the employee's job description or professional growth plan.

Goals and Objectives--Those ends we strive to attain to accomplish the College, department, or work unit's mission.

Grievance--A complaint or a dispute initiated by an employee regarding an application or interpretation of written laws, rules, personnel policies, or procedures that adversely affects the employee.

Performance Measure--Criterion or statement of quality, timeliness, cost effectiveness, quantity, observable behaviors, etc., to rate performance and determine whether performance objectives have been met.

Performance Objective--A statement of activity or result that is derived from professional growth plans and the employee job description, and describes a specific duty, responsibility, or competency by the employee. Each performance objective must be as measurable and verifiable as possible.

Rebuttal--Written arguments or evidence submitted by an employee to counter or disprove ratings or written comments by the supervisor on the performance appraisal.

GUIDELINES FOR CONDUCTING PERFORMANCE APPRAISALS

Supervisor should frequently observe employee's work performance throughout the appraisal period and be prepared to provide constructive feedback. This can be done verbally or in writing. Supervisors may wish to keep informal notes throughout the period to assist in appraising employee performance at the end of the appraisal period.

The Director of Human Resources shall notify supervisors sixty (60) days prior to evaluation due date (August 1st) of evaluation requirements. The performance appraisal form must be completed and returned to Human Resources by the said due date of each year. Supervisors shall download evaluation forms from the college Intranet. Forms may be filled in online and saved to your local PC.

The supervisor must specifically rate the performance of the employee with regard to each factor or objective. At this time the supervisor must formally rate whether the employee's performance meets or does not meet the standard by circling the appropriate rating number. Ratings of *unacceptable*, *needs improvement*, or *superior* must be documented in writing in the comment section of the appraisal form.

Supervisors are expected to identify and support needed training should an employee receive a rating of "Unacceptable" or "Needs Improvement". This includes both the training that has been identified for the employee as a solution to correct previous performance deficiencies as well as the training being necessary to achieve current performance objectives. Career development training to enhance the performance skills of the employee and to meet the needs of the college and department in the future should also be considered. Once the training needs have been identified and agreed upon, they should be included in the employee personal growth plan and/or on the performance evaluation planning sheet.

After the employee and supervisor review and discuss the completed performance appraisal, they must sign the form(s). The employee's signature indicates receipt of but not necessarily agreement with the completed performance appraisal. An employee who disagrees with the supervisor's rating can submit a written rebuttal statement. This rebuttal must be submitted to the supervisor within 10 days of the performance appraisal and will be attached to the performance appraisal form.

The completed performance appraisal must be reviewed by the President and the appropriate Dean to address any differences of opinion between the employee and

supervisor. The reviewer may not change the ratings or written evaluation by the supervisor. Areas of disagreement between the employee and supervisor, or reviewer and supervisor, should be addressed in writing and attached to the performance appraisal.

After review, the performance appraisal is forwarded to the Human Resources Office and placed in the employee's personnel file.

Although performance appraisal records are confidential they may be discussed when disclosure is required in administrative or court proceedings or when the employee authorizes their use.

RATINGS

Unacceptable--Performance consistently fails to meet the job requirements of the position. Performance is clearly below minimum standards and requirements. Immediate improvement is required to maintain employment. This rating must be supported in writing with specific comments.

Needs improvement--Performance occasionally fails to meet job requirement. Improvement is needed in one or more aspects of the duty. Performance must improve to meet expectations of position. This rating must be supported in writing with specific comments.

Meets Expectations-- Performance is consistent with what is routinely expected. Normal guidance and supervision are required.

Exceeds Expectations--Performance frequently exceeds job requirements. All or most planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well. Performance at this level definitely contributes to the achievement of the College and department's mission, goals and objectives.

Superior--Performance consistently exceeds job requirements by an exceptional degree and clearly is superior to above standard performance. This high level of performance is consistent throughout the appraisal period and contributes extensively to the achievement of the College and department's mission, goals, and objectives. This rating must be supported in writing.