

EMPLOYEE PERFORMANCE REVIEW

Title: Employee Performance Review	Number: 5.13.0317.1
Approved by the Board of Governors Date: March 14, 2017 Revised Date:	Implementation Date: March 14, 2017
History: Scheduled Review Date:	Origin:

RATIONALE

To ensure the highest standards of professional performance and accountability in carrying out its mission, it is the policy of the College to conduct annual evaluations of the performance of all employees. These are designed both to provide feedback to individuals concerning their performance, and to identify opportunities for improvement in carrying out one’s job responsibilities.

DEFINITION

Performance Review is defined as a systematic process for assessing how well employees carry out their duties and providing them with feedback concerning their work.

POLICY

ANNUAL GOALS:

The annual performance review process provides opportunity for an employee and his or supervisor to clearly identify annual goals, the achievement of which is the responsibility of the employee. The purpose of this process is to:

- Identify the relationship between what the employee is expected to do, and to accomplish in relation to the goals of the department;
- Identify and reach agreement concerning employee the expected outcomes, and the measurement for assessing such outcomes;

PERFORMANCE OUTCOMES:

The annual performance review process provides opportunity for an employee and his or her supervisor to discuss the extent to which the employee’s performance meets the expectations of the department and the College. The purpose of this process is to:

- Identify performance patterns and outcomes that are in keeping with the expectations of the department and the College;
- Identify performance patterns that call for improvement by the employee in order to enable the department to carry out its function in an effective manner;

PERFORMANCE IMPROVEMENT:

- Partially provide a basis for determining actions concerning individual employee salaries, promotions and/or personnel actions
- Improve overall performance and accountability of the workforce

Faculty and staff are evaluated on the basis of criteria that describe how well they carry out their defined job description (a copy of which is provided to all employees), and the extent to which they accomplish specific goals that they have agreed upon for the calendar year.

EVALUATION INSTRUMENTS:

Evaluation instruments containing criteria for evaluation are tied to faculty and staff job descriptions and shall be determined and reviewed by the Human Resources Department and Department Heads. In the case of faculty, the Academic Dean and Workforce Dean also provide input into the format of the evaluation instruments.

PROCEDURE

The evaluation process requires that the immediate supervisor meet with the employee to review the employee's performance and discuss any comments or input from the employee that may affect the final results. The evaluation form must be completed by the supervisor and shared with the employee at least three (3) working days prior to a scheduled review meeting. An opportunity must be provided to the employee to offer written comments concerning the results of the evaluation. A copy of the completed performance review packet is provided to the employee and to the Human Resource's Office to be filed in the employee's official personnel file.

In order to be considered a completed evaluation, a final performance review package must contain or otherwise conform to the following:

FORMAT:

- All evaluation materials must be typed. A hand-written evaluation is not acceptable.
- Areas Evaluated:
- The supervisor's assessment on each listed performance competency, including narrative that justifies the assessment of each competency; these are described in the rating form for each category of employee;
- Specific accomplishment(s) (or other explanation) related to each annual performance goal assigned to the employee;
- Student evaluations of instructors should be used as part of the faculty performance review.
- Achievements:
- Specific professional development achievements by the employee since the last evaluation must be noted;

RESPONSE AND SIGNATURES:

- The signatures of both the supervisor and the employee;
- Written responses or comments to the evaluation by the employee, if the employee so provides.
- Opportunity for Improvement:
- Identification of needed professional development and training related to the employee's performance

PERFORMANCE IMPROVEMENT:

- Employees who receive 'unsatisfactory' or 'needs improvement' reviews in one or more areas of

the evaluation will be placed on a Performance Improvement Plan (PIP).

- The duration of the Plan should be clearly identified but should be no longer than six months with a formal review after three months.
- One extension of time under a PIP may be considered based on evidence of progress made in the area to be improved.
- If the employee does not make acceptable progress towards improvement, this lack of improvement at the end of the period permitted, the employee's continued employment with the College should be re-considered.

Change to an Evaluation:

- On the basis of reasonable evidence, a Cabinet Officer in charge may over-ride or alter the results of the performance review of an employee. The employee must be provided with an opportunity to respond to the change; with both the evidence and the response included in the employee's file.

Copies and Filing:

- A copy of the completed performance review must be provided to the employee by the supervisor.
- A copy of the completed performance review packet must be provided to the Department of Human Resources.

Evaluation Schedule:

The employee performance evaluations and annual goal setting process shall be completed twice annually, by December 31 and June 30 of each year. For initial appointments, the initial appraisal period will fall within the probationary evaluation period of three months.

Because of the nature of their work schedule during the academic year, faculty performance reviews and annual goal setting must be completed between March 15 and April 15 for faculty whose contracts are due to expire at the end of the academic year; and between May 1 and 31 for all other faculty members. Adjunct lecturers shall be evaluated at the end of the first semester of service, and thereafter, once per academic year.