

CHAPTER:	Evaluation	DATE ADOPTED	NUMBER
EMPLOYEES		August 10, 1999	306

SYNOPSIS:	
1	Evaluation; General Policy
2	Criteria for Evaluation
3	Evaluation Instrument
4	Evaluation Procedures
1	Evaluation; General Policy: The President or designee shall implement a procedure for the periodic evaluation of all College personnel. Such evaluation shall be conducted periodically by supervisory personnel of the College, and a record of said evaluation shall be retained in the official personnel file of the College.
2	Criteria for Evaluation: Criteria to be used in the evaluation of College employees will be based on the essential job functions as set forth in the job description.
3	Evaluation Instruments and Procedures: The President or designee is directed to prepare and implement suitable evaluation instruments and procedures for use in evaluating the employees of the College.
4	<p>Evaluation Schedule:</p> <p>a. Schedule for Evaluation: Employees will be evaluated according to the following schedule:</p> <p>(1) Non-probationary Employees: Annual evaluation except for faculty as specified in the master agreement.</p> <p>(2) Probationary Employees:</p> <p>(a) Instructional: To be evaluated per state statute.</p> <p>(b) Support Staff: To be evaluated at least once during the first six months of employment.</p> <p>(c) Classified: To be evaluated per the master agreement.</p> <p>b. Completion of Evaluation Form: The evaluation form will be completed by the immediate supervisor.</p> <p>c. Disposition of Evaluation Forms: The completed evaluation form will be submitted to the Personnel Office where it will be filed in the personnel folder of the employee. Evaluation forms shall be retained in the personnel folder.</p>