

CHAPTER:	Evaluation	DATE ADOPTED: August 10, 1999	NUMBER
EMPLOYEES		Revised: August 11, 2020	306
Reviewed:			
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 style="margin-left: 40px;">(1) Non-probationary Employees:</p> <p style="margin-left: 80px;">a) Instructional: Instructional employees with two or more years of experience will be evaluated once every three years, unless circumstances warrant otherwise as determined as the discretion of the Administration</p> <p style="margin-left: 80px;">b) Support Staff: To be evaluated annually, unless circumstances warrant otherwise as determined at the discretion of the Administration.</p> <p style="margin-left: 80px;">c) Classified: To be evaluated annually, unless circumstances warrant otherwise as determined at the discretion of the Administration.</p> <p style="margin-left: 40px;">(1) Probationary Employees:</p> <p style="margin-left: 80px;">(a) Instructional: To be evaluated per state statute.</p> <p style="margin-left: 80px;">(b) Support Staff: To be evaluated at least once during the first six months of employment.</p> <p style="margin-left: 80px;">(c) Classified: To be evaluated at least once prior to the completion of ninety (90) calendar days in probationary employment, and again prior to one hundred eighty (180) calendar days in probationary employment.</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>		