SECTION: Faculty & Staff
TOPIC: Employee Evaluations
Approved: Signature on File

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Policy
It is the policy of Burrell College of Health Sciences to utilize a performance evaluation program to maximize employees' overall job performance and professional development.

Purpose of Policy
To periodically record essential information concerning the performance level and strengths/weaknesses of an employee in relation to career development, including potential for advancement and suitability for other jobs and training.

To assist management in making thorough, objective and factual evaluations of the performance of employees under their supervision.

To support documentation of goals and expectations, and to strengthen lines of communication between management and employees.

To assist management in achieving maximum utilization of all human resources, to motivate each employee to seek ways to improve performance where needed, and to enhance overall employee relations.

Related Policy Information
Performance evaluation provides both supervisors and employees the opportunity to discuss job tasks, identify developmental needs, encourage and recognize strengths, and discuss positive and purposeful approaches to meeting goals. In summary, the objective of the performance evaluation is to:

- Determine if training is needed
- Identify areas where improvement may be needed
- Revise or update individual goals
- Evaluate job performance in terms of meeting goals and job responsibilities
- Compensate for merit or promotional increases

All full and part time employees will receive a performance evaluation annually. If an employee is transferred or promoted, an evaluation will be given within 90 days after the transfer or promotion.

All new hire employees will receive a performance evaluation the month following their 90 day probationary period.

SUPERVISORY RESPONSIBILITY
It is the responsibility of supervisors to ensure that the performance of each employee is reviewed and recorded in accordance with the prescribed procedure.

RESPONSIBILITIES OF THE HUMAN RESOURCE DEPARTMENT

The Office of Human Resources will provide a systematic procedure to ensure that a viable performance evaluation program is ongoing.

The Office of Human Resources will monitor the performance evaluation procedure to ensure consistency in application throughout the college.

The original copy of all completed evaluation forms will be submitted to the Office of Human Resources for career development, professional development/training and review purposes within five working days from the date of the completed evaluation.

PERFORMANCE EVALUATION FREQUENCY AND REPORTING

Probationary Review:

A performance evaluation report will be completed for all new employees by management during the month following their ninety-day probationary period. Employees with an overall evaluation score of "does not meet expectations" will be scheduled by the Office of Human Resources for monthly follow up with written evaluations with their supervisor, along with a formal improvement plan. The Office of Human Resources will schedule a meeting every 60 days with the employee and supervisor to review progress on the improvement plan. Employees failing to move out of the "does not meet expectations" category after 120 days will either be reassigned to another job at the discretion of management, or their employment will be terminated with 30 days' notice. Performance evaluation reports completed at the conclusion of the probationary period for both exempt and non-exempt staff are to be indicated by checking the 90 day block on the front page of the report.

Annual Review:

Supervisors will meet with and formally review the performance of each regular employee in the month of **May** each year. This the annual evaluation will focus on a goal-setting exercise for the new fiscal year, drawn from corporate goals. COLA and market equity adjustments will be processed for award in July of each year, budget permitting and at the discretion of the Executive Leadership; employees with a "does not meet expectations" score on their evaluation, will not qualify for COLAS or equity adjustments for the following July.

An employee must be employed for at least 90 days to be eligible for bonus or salary increases.

PREPARATION AND DISPOSITION OF THE EMPLOYEE EVALUATION REPORT

All reports will be prepared by the employee's immediate supervisor to ensure an accurate evaluation of the employee. Each report will be reviewed by the appraiser's immediate supervisor prior to any discussion with the affected employee. Differences of opinion on the employee's evaluation should be discussed and resolved if possible.

The formal evaluation interview discussion is not to occur with the affected employee until the director or his/her designee has reviewed the completed report.

In addition to rating several individual areas of performance, the supervisor must assign an overall performance rating of the performance factors, which reflect the College's core values. The evaluating supervisor shall

complete Sections 1-7 as well as the "Strengths and Developmental Needs" section, outlining major professional strengths, improvement areas, promotability assessment and progress against actual Operational Plan achievement.

The supervisor shall also explore the employee's interests by providing the employee, in consultation with the supervisor, the opportunity to complete the "Employee's Comments" section.
Following all reviews and signatures, the completed evaluation form will become a permanent part of the employee's personnel file.

For career professional development purposes and Human Resources Planning and review purposes, the completed original evaluation instrument will be submitted to the Office of Human Resources within five (5) working days from the date of completing the evaluation instrument.

GUIDELINES FOR PREPARING FOR THE PERFORMANCE EVALUATION INTERVIEW

1. All sections in the evaluation form have a specific employee developmental purpose and must be completed in detail.
2. Establish a date that is acceptable to the employee and that will permit adequate and uninterrupted time for discussion.
3. Inform the employee well in advance and suggest that he/she prepare for the interview with questions on topics which he/she wishes to have discussed, with a focus on the employee's career objectives. The "Strengths and Developmental Needs" section is designed to be completed in a constructive coaching manner, with the employee, by the supervisor.
4. Provide careful, objective thought on the individual's performance for the period being evaluated--NOT previous performance, future predictions, or areas not related to job content.
5. Place special emphasis on the incumbent's current performance in meeting his/her objectives of the existing fiscal year.
6. Encourage open and free discussion during the evaluation interview to maximize beneficial results of the evaluation.