

Procedure 5014-PR(2): Employee Evaluation Program - Staff Evaluation Guidelines

Original Date:

Status: PENDING TO APPROVE

A meaningful and effective evaluation process for all staff shall include data/feedback collected throughout the year from multiple sources as appropriate, including, but not limited to informal supervisory coaching and/or goal-setting visits, relevant department statistics, and supervisory and co-worker input as appropriate. Human Resources (HR) has the responsibility to oversee and facilitate employee evaluation processes. The formal staff evaluation form(s) may be obtained from HR or any other official electronic forms repository the District may utilize.

GUIDELINES – FULL-TIME AND PART-TIME NON-SUPERVISORY STAFF

1. Employees shall meet with their supervisor at least once during each Fall and Spring semester for informal check-in/coaching visits. Supervisors shall document in writing successes and opportunities for improvement or course correction since the last visit. This written documentation will be forwarded to HR and used as a piece of supporting documentation when the supervisor develops the annual formal evaluation document.
2. Wherever practicable, data collection programs should be developed and utilized at a department and/or individual level to assist with quantifiable evaluation information gathering.
3. Each year in the Spring semester the employee shall meet and discuss the formal evaluation documents prepared by the supervisor. This discussion should also include a forward-thinking component where initial priorities, improvements, and goals for the next year are developed. The employee shall have the opportunity to provide their written input as part of the formal evaluation document following this interactive discussion. This annual evaluation meeting should include a review of the generic Position Inventories as previously prepared by HR associated with the employee's responsibilities and propose any changes or adjustments that may be needed to generic Position Inventories maintained by HR. The supervisor may also maintain an internal/departmental inventory of responsibilities for each of their employees that is more specific to the unique responsibilities of employees under their supervision that can be adjusted as

roles and specific responsibilities change.

4. A final copy of the annual evaluation document will be signed by both the employee and the supervisor/evaluator to signify participation in the formal annual evaluation process and forwarded to the HR Office for inclusion in the employee's personnel file.
5. The annual evaluation process shall be completed no later than April 1st and the final evaluation document will be submitted to HR no later than April 5th.

GUIDELINES – ADMINISTRATIVE AND SUPERVISORY STAFF

1. Administrative and/or supervisory employees shall have the opportunity to meet at least once during each Fall and Spring semester for informal check-in/coaching visits. Supervisory administrators shall document in writing successes and opportunities for improvement or course correction since the last visit. This written documentation will be forwarded to HR and used as a piece of supporting documentation when the supervisory administrator develops the formal annual evaluation document.
2. Wherever practicable, data collection programs should be developed and utilized at a department and/or individual level to assist with quantifiable evaluation information gathering.
3. Each year the administrative and/or supervisory employee shall meet and discuss the formal evaluation documents prepared by their direct report. This discussion should include an evaluation of how the administrative/supervisory employee incorporates the District vision and mission in their decisions-making processes and continuous improvement efforts, effective stewardship of District funds and assets, and how they cultivate this same integration of the vision and mission in their direct reports. The annual evaluation visit should also include a forward-thinking component where initial priorities, improvements, and goals for the next year are developed. The administrative/supervisory employee shall have the opportunity to provide their written input as part of the formal evaluation document following this interactive discussion. The annual evaluation meeting should include a review of the Position

Inventories aligned with the administrative/supervisor's responsibilities and propose any changes or adjustments that may be needed to official Position Inventories develop and maintained by HR.

4. A final copy of the annual evaluation document will be signed by both the employee and the supervisor/evaluator to signify participation in the formal evaluation process and forwarded to the HR Office for inclusion in the employee's personnel file.
5. The annual evaluation process shall be completed no later than April 1st and the final evaluation document will be submitted to HR no later than April 5th.