

SECTION XIII

PERFORMANCE EVALUATION

1. PURPOSE

The purpose of this section is to explain the general evaluation process for COM-FSM employees.

2. PERFORMANCE EVALUATION PROGRAM

The performance evaluation program operates on the premise that there is always room for improvement. As such, the ultimate purpose of the program is to guide employees toward highly effective service by identifying areas of their job performance that need improvement or could use enhancement and establishing measurable objectives to make them more efficient in the identified areas. The goal is to encourage employees to work on self-improvement to further in-house capacity at the College and to make meritorious service the standard of job performance. (See Appendix J Performance Evaluation (For Classified and Professional Staff) and Appendix K Employee Progress Report (For Faculty and Management)).

Supervisors are the key to the success of the program. Therefore, the program includes training for the supervisors to ensure evaluations are done properly and consistently throughout the system. Supervisors will be rated on how well they conduct evaluations when they are evaluated.

3. USE OF PERFORMANCE EVALUATION REPORT

a. Faculty and Management

The evaluation report of the employee's work performance will be used to provide a measure of the employee's level of performance and effectiveness in providing service to the College. The report will be used as the basic document for any of the following personnel-related actions:

- i Employee improvement programs;
- ii Granting of pay increments;
- iii Determining order of layoffs;
- iv Rating employee' s suitability for promotion;
- v Examining the employee' s suitability for the job; and
- vi Justifying administrative decision to transfer, demote, or dismiss an employee.

b. Classified and Professional Staff

The evaluation report of the employee' s work performance will be used to provide a measure of the employee' s level of performance and effectiveness in providing service to the College. The report will be used as the basic document for any of the following personnel-related actions:

- i Identifying employee improvement programs: Both the evaluation form and the development plan will be used to determine areas to develop.
- ii Granting of pay increments may be awarded when the following ratings are received:
 - E or higher in all items
 - NI or higher when:
 1. NI ratings do not exceed five throughout the evaluation
 2. NI ratings do not exceed 50% in any one category
 3. NI rating is not received for Skill Base Knowledge

(Step increase will also not be given when:

- NI rating from the previous year is not improved
- One or more unsatisfactory rating is received

However, the supervisor may use his/her discretion to review the employee in six months with the possibility of granting a pay increment at that time. The delay of pay increment will change the employee' s anniversary date. The new anniversary date will be a year from the date of granting the pay increment.)

- iii Determining order of layoffs;
- iv Rating employees suitability for promotion;
- v Examining the employees suitability for the job;
- vi Determining during and at the end of the probationary period if the employee shall be moved to permanent employee status or be terminated;
and
- vii Justifying administrative decision to transfer, demote, or dismiss an employee.

4. EVALUATION TIMELINES

The immediate supervisor of each permanent employee shall, during the evaluation, discuss with the employee the objectives, expectations and priorities to be achieved during the coming year. A memorandum, initialed by the employee, shall be attached to the evaluation form. A copy is to be given to the employee and the original is to be retained in the employee's personnel file.

a. Employee on Probation

An employee serving a probationary period will be evaluated twice within the probationary period. The first evaluation report should take place six months from the date of hire or promotion. The second evaluation report will be made no later than one month prior to the expiration of the probationary period. Such report shall recommend continuance of the employee in the service of the College, or dismissal from service. (See Section XIV.4)

b. Permanent Employee

A permanent employee, having successfully completed the required probationary period and having been retained in the service of the College, shall be evaluated once a year, such evaluation to occur at least three months prior to the end of the work year or salary increment year.

c. Terminated Employee

An employee whose employment is to be terminated as per Section XI II.b.v above must be notified at least 60 days prior to the end of the evaluation period unless the termination occurs while the employee is on probation (See Section XIV.4).

An employee may appeal an unsatisfactory performance evaluation if the employee alleges that the evaluation was unjust, arbitrary or discriminatory.

5. EVALUATION INSTRUMENT & CRITERIA

The Board of Regents shall cause to be developed respective performance evaluation instruments, including the performance factors, procedures, and evaluation criteria, for the management, faculty and professional/classified personnel.

