

Revision Responsibility: Director of Human Resources
Executive Officer: Vice President for Financial and Administrative Affairs

Source/Reference: [TBR Policy 05:01:00:10](#)

PURPOSE

To define a process for recognizing and evaluating employee performance, providing feedback that can be used for improving employee performance, aligning performance goals and timetables with the College Strategic Plan and assisting in making decisions relative to employment actions.

POLICY

I. General

All supervisors are responsible for continuous evaluation of staff employee performance relative to each employee's job description, departmental goals and college goals. In addition, formal performance evaluations using college-designated forms (Appendix A and Appendix B) must be performed annually for each employee in accordance with the procedures included within this policy.

II. Archival of Performance Evaluation Forms

The original copy of each employee's completed performance evaluation form will be filed in the individual's personnel file. In accordance with [TBR Policy 05:01:00:10](#), performance evaluations are treated as confidential information and are not considered public records.

PROCEDURES

I. Time Schedule of Annual Performance Evaluations of Staff

Time schedule is approximate and will be modified annually in accordance with the dates utilized within the Strategic Plan of the College.

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| April 1 - April 7 | Human Resources office will send information regarding evaluation process and timeline to supervisors via email. |
| April 7 - April 21 | Supervisors may download evaluation forms from ChargerNet with schedule to start evaluations as communicated in the email from Human Resources. |
| April 21 - May 14 | Supervisors complete evaluation forms and forward completed, signed forms to next level supervisors. |

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| May 14 - June 1 | Second level supervisors review, sign, and return the forms to the supervisor. |
| June 1 - June 21 | Supervisors meet with employees to discuss evaluations and forward completed, signed forms to the Human Resources office. |

II. Employee Copies of Evaluations

Employees should make a copy of their evaluation forms once they have reviewed and signed the forms. If the employee wants a copy of the form after that time, the employee must request a copy from the Human Resources office.

III. Review of Position Descriptions

The supervisor will indicate on the performance review that the position description has been reviewed and if changes are needed.

- A. Any changes are to be determined by the supervisor, reviewed by the vice president, and a correct position description attached to the performance review instrument.
- B. This review is not for the purpose of reclassification, but for assurance of alignment of position responsibilities with current work and expectations.

Revised: June 3, 1991; September 25, 2002 (new policy format); February 13, 2012 (modified timeline dates and method supervisor obtains form, new policy format and updated titles); July 11, 2016 (modified timeline due to revised process of second level supervisor sign off prior to review with employee, added updated appendices, and referenced TBR policy)