

HIGHLAND COMMUNITY COLLEGE
CLASSIFIED/ADMINISTRATIVE PERSONNEL POLICY

SUBJECT: Performance Evaluations (Staff)
BOARD OF TRUSTEE APPROVAL: 11/20/2024

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EFFECTIVE DATE: 11/20/2024

Administrative and Classified Staff: The process of evaluation of performance is intended to be a continual communication between supervisor and employee. A formal written evaluation is required to be conducted no later than May 31 of each year for all regular Administrative and Classified Staff. A mid-year discussion and review of performance is also to be held in November of each year. Copies of the evaluation forms are available from Human Resources.

Employees represented by the collective bargaining agreement will have their work performance evaluated and processed according to the terms outlined in the Master Contract.

Administrative Evaluation: Employees in administrative positions, including Vice Presidents, have a major responsibility for the management of Highland Community College. The performance of employees in such positions must be related to the achievement of the organizational planning objectives. Therefore, each administrative employee will be evaluated on a yearly basis by the appropriate Vice President, or the President, on the basis of the employee's specific achievements and contributions towards meeting annual College planning objectives. The evaluator will discuss the evaluation with the employee and then provide a written narrative evaluation of each Administrator to the President, via the chain of command for approval. The employee and Human Resources will also receive a copy of the evaluation. While the evaluation process itself is continuous, the written evaluations should be submitted to the President no later than June 15. The Vice President will also make recommendations on increases for administrators based on the performance evaluation should funds be available.

Throughout the year, the Vice President, or President, should meet to discuss the progress being made. At least one meeting should be held in November.

Classified Staff: During the period of April through May of each year, the supervisor will meet with each classified employee. The meeting has two purposes. The first is to evaluate all current employees in relation to their performance during the last year. The evaluation form will be completed for each employee no later than May 31 of each year. The supervisor will discuss the evaluation with the employee. The form is also to be signed by the supervisor's supervisor. Supervisors will be assessed on their ability to appraise, counsel, and direct employees effectively. A copy of the form is provided to the employee and to the supervisor. The original is forwarded to the Human Resources.

The second purpose is to have the supervisor review the responsibilities of the position with the employee and to identify expected standards of performance for the coming year. This means defining satisfactory performance of responsibilities or establishing specific objectives to be accomplished.

Throughout the year, the employee and the supervisor should meet to discuss the progress being made. At least one meeting should be held in November. Objectives may be altered, refined, or reaffirmed. The supervisor should provide an environment that allows and encourages performance improvement,

including providing opportunities of the employee to acquire the skills and behaviors needed. The evaluation process is a continuous process of communication and a primary function of effective managerial behavior.

The supervisor will make recommendations on increases for classified staff based on the performance evaluation should funds be available.