

PERFORMANCE APPRAISALS

ARTICLE NUMBER: 309

LAST APPROVED: June 2, 2008, May 2, 2016, January 8, 2018

REFERENCE: 311.1, 317

TRIAL PERIOD FOR EMPLOYEES: 309.1

- A. Each new employee shall be placed on a trial period for six months beginning with the first full month of employment.
- B. At the second, fourth, and sixth full month of employment, the employee's supervisor will meet with the employee to discuss the employee's performance, with particular emphasis on any areas of deficiency that might prevent satisfactory completion of the trial period. This conference will be documented and shall be signed by both the employee and the supervisor, then forwarded through appropriate administrative channels to the College President. A copy will be provided to the employee and placed in the employee's personnel file. An extension of one (1) month may be granted if the supervisor has determined the additional time will allow the employee to reach the level of ability required to perform the duties of the position.
- C. If at any time during the trial period the employee's performance is deemed unsatisfactory, the employee shall be terminated without recourse to the grievance procedure.

ANNUAL EMPLOYEE PERFORMANCE APPRAISAL: 309.2

Each employee will receive an annual performance appraisal; non-exempt employees will receive annual performance appraisals after completion of the trial period.

- A. The written performance appraisal shall be reviewed and signed by the employee and the employee's supervisor before it is sent through appropriate channels to the Director of Human Resources. A copy will be provided to the employee and placed in the employee's personnel file.
- B. Only employees who receive a satisfactory evaluation on their annual performance appraisal will be eligible for pay increases in accordance with Article 311.1.

PERFORMANCE APPRAISAL: 309.3

The College retains sole discretion to determine whether the employee's performance is satisfactory or unsatisfactory.

PROBATION FOR UNSATISFACTORY WORK PERFORMANCE: 309.4

- A. An employee who receives an unsatisfactory evaluation will be placed on a special probationary period of up to and including three months.

PERFORMANCE APPRAISALS

ARTICLE NUMBER: 309

LAST APPROVED: June 2, 2008, May 2, 2016, January 8, 2018

REFERENCE: 311.1, 317

- B. All salary increases will be withheld during the probationary period.
- C. Before the end of the probationary period, the employee's supervisor shall prepare a written evaluation of the employee's performance.
- D. The performance evaluation shall be reviewed with the employee, signed by the employee's supervisor and the employee, and forwarded through appropriate administrative channels to the College President. A copy will be provided to the employee and placed in the employee's personnel file.
- E. If the employee fails to achieve a satisfactory performance evaluation within the specified probationary period, the employee shall be terminated.

EMPLOYEE CHALLENGE TO A PERFORMANCE APPRAISAL: 309.5

An employee desiring to challenge a performance appraisal may submit a written response to their supervisor within seven calendar days of the date of the written performance appraisal. The written response shall be forwarded with the performance appraisal through appropriate administrative channels to the College President. A copy will be placed in the employee's personnel file. In the event the College President is the designated supervisor, the employee may use the grievance procedure (Article 317) to challenge a performance appraisal.

TRIAL PERIOD UPON PROMOTION OR ASSIGNMENT TO A NEW POSITION: 309.6

- A. Employees shall serve a six month trial period upon promotion or assignment to a new position.
- B. Should the employee receive an unsatisfactory during the trial period in the new job position, the employee shall revert either to the employee's former position, if vacant, at the employee's previous rate of pay, or to another vacant position for which the employee is deemed qualified by Management. If the employee's previous position has been filled and there is no other vacant positions for which the employee is deemed qualified by Management, the employee will be terminated.

PRESIDENT'S EVALUATION: 309.7

The Performance Appraisal of the College President is under the direction of the Board of Education.