

 <b>Wharton County Junior College</b>	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>	
<b>WCJC Title: Evaluation of Full-Time Administration and Full-Time Support Staff</b>	<b>Section D: Personnel</b>	<b>Page(s): 2</b>
<b>BASED ON BOARD OF TRUSTEES POLICY</b>		
<b>Policy Title: Employee Performance</b>	<b>Policy: DLA (Local)</b>	
<b>Subtitle: Evaluation</b>	<b>Date Adopted: 8-01-20</b>	

## Purpose

This procedure describes the system for appraisal of performance of full-time administrative and full-time support staff. Evaluations are intended to help insure that College-wide goals and unit objectives are met. The fundamental purpose of evaluation is the documentation and improvement of employee performance. The evaluation process is a cooperative effort between the employee being evaluated and the supervisor.

The evaluation itself is based on how the employee has performed in relation to the formal job description, the characteristics identified with the employee's role at the College, and the performance objectives agreed upon by the employee and supervisor. Areas in need of improvement are discussed and documented in writing with the employee being evaluated. The supervisor provides a written improvement plan to assist the employee in job performance.

## Procedure

Every full-time administrator and full-time support staff shall be evaluated at least once a year by their immediate supervisor. The final results of the evaluation process shall be reviewed with the employee in a conference. The completed performance evaluation, along with any employee responses to the evaluation will become part of the employee's official personnel file and will be maintained in the Human Resources Department.

The deadline for the completed annual performance evaluation is the last working day of January of each year. The immediate supervisor assumes the responsibility that all performance review and evaluation deadlines are met. The detailed process and procedure for completing the annual evaluation is the responsibility of the Human Resources Department. Instructions and timelines are disseminated by the Human Resources Department.

Complaints involving evaluation are handled as follows:

1. An employee who questions his or her evaluation discusses the complaint with the appropriate supervisor in an effort to settle the issue. The employee has up to seven calendar days from the time of his or her receipt of the evaluation to discuss complaints with the evaluating supervisor.

2. All complaints must be discussed and answered. Management is charged with creating an atmosphere of trust without fear of retaliation or hostility. A well-thought-out and reasoned answer can prevent formal grievances at this point in the process.
3. If the employee is not satisfied with the informal meeting with the supervisor, the employee should refer to Board Policy DGBA (Legal), DGBA (Local), and DGBA (Exhibit).

**Date Prepared:** 05/17/22 RYB

**Revised Date:**