



BOARD POLICIES

DIVISION II. College Employees	POLICY NUMBER 2.01.16 [1]
CATEGORY 2.01.16 Performance Management	DATE Adopted 1/2018 Revised 8/2019

2.01.16 PERFORMANCE MANAGEMENT

The Board of Trustees recognizes that the accomplishments of all staff and communication between employees and supervisors is critical to organizational success. It is the expectation that all employees have a clear understanding of their job and performance expectations, receive ongoing feedback and coaching on their performance, identify development opportunities, and address performance that does not meet expectations.

All new and rehired employees shall be subject to a six month new hire introductory period, or such other time period specified in the collective bargaining agreement, if applicable. Generally, at 90 calendar days, or the equivalent midpoint of the introductory period, the employee shall receive a new hire evaluation. Upon completion of six months of employment, or such other time period as specified in the collective bargaining agreement, if applicable, a second new hire evaluation shall be completed. Unsuccessful completion of the new hire introductory period will result in termination. Managers must consult with Human Resources if desiring to extend the new hire introductory period by a maximum of 30 days.

The College reserves the right to terminate the employment of any employee at any time for any reason except where doing so violates a legally binding contract or local, state, or federal law.

All employees should receive performance reviews, or such other evaluation as specified in the collective bargaining agreement, if applicable. All performance reviews, or such other evaluations as specified in collective bargaining agreements, if applicable, shall be conducted on an annual basis. The reviews may include a written performance appraisal and discussion between the employee and supervisor regarding topics such as goals, job duties, work performance, development, and expectations for the coming year.

Performance Improvement

Employees are expected to achieve or meet performance goals and expectations established in their current positions through discussion with their managers.



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When employees performance drop below the threshold of meeting expectations, managers should identify performance gaps and address concerns with employees through coaching and established plans and objectives to assist the employee in improving their performance. If performance deficiencies are not corrected to required standards through these methods, disciplinary action up to and including termination may occur.

Managers should consult with Human Resources for support on coaching and developing performance improvement plans.

Salary Increases

Employees with a performance rating of “needs improvement” or lower or who are on a performance improvement plan are not eligible for salary increases during the fiscal year in which they received this rating. Employees hired within the three months preceding the start of the fiscal year, July 1st., are not eligible for a salary increase. Employees subject to collective bargaining agreements will follow their contract language.