
EVALUATION OF STAFF

PURPOSE

To illustrate the operational process for delivering professional growth and development through periodic performance review.

STATEMENT

The college expects that all employees are informed about their job-related expectations, and that they receive performance related feedback from their direct supervisors.

BARGAINING UNIT EMPLOYEES

Terms and conditions of performance review for full-time classified employees are contained within the Classified collective bargaining agreement.

Terms and conditions of performance review for full-time faculty are contained within the Faculty collective bargaining agreement and expanded upon in the Faculty Handbook.

NON BARGAINING UNIT MASSC EMPLOYEES

Non Bargaining unit employees will be evaluated annually by his/her supervisor. Objectives for the year as well as the continuing duties and responsibilities as defined in the job description for each position will be the basis for the evaluation. Employees shall have the option to have a 360 performance review if desired. A supervisor may also determine that a 360 performance review is the best approach to development and feedback.

NON-BARGAINING UNIT PART-TIME EMPLOYEES

Part-time faculty positions may require formal performance review as a condition of accreditation. Terms and conditions of performance review for these positions are contained within the Faculty Handbook.

Some part-time positions are short-term and/or sporadic in nature and may not fit into a conventional performance review schedule. For these positions, supervisors may work with the Human Resources department to either waive the performance review requirement, or to deliver an abbreviated review that is appropriate for the position.

Adopted by Board of Education:

Policy #9.020

Changed to Administrative Policy January 22, 1996

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