

NUMBER: 329

SUBJECT: PERFORMANCE APPRAISAL PROCEDURES

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011; JUNE 19, 2017

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329.1 – POLICY

Every Bridgerland Technical College (BTECH) benefits eligible employee will participate annually in a formal performance appraisal with his or her supervisor. The objectives of this appraisal process are to:

- establish and/or clarify job objectives;
- establish standards against which performance will be measured;
- identify employee developmental needs and strategies to address these needs; and
- enhance communications between employee and supervisor.

Annual evaluations will be completed by the supervisor and submitted to the appropriate personnel in the Accounting/Controller's Office for permanent storage in the personnel records.

329.2 – PROCEDURES

329.2.1 – General

Formal performance appraisals are to be conducted yearly

Employees who have been under the direction of more than one supervisor during the performance review period (for example, an employee who transferred from one department to another) will be evaluated by both supervisors.

329.2.2 – Employee's Appraisal Discussion

During each annual appraisal discussion, the employee and supervisor review the employee's performance during the previous year measured against standards set at the start of the year. Both successes and failures are reviewed. It is constructive to take the time to understand why certain objectives were successfully achieved and what prevented the successful achievement of other objectives. This review helps to set and achieve new objectives in the year ahead.

If the appraisal discussion is not satisfactory, problems or disagreements should be discussed between the employee and the supervisor. If problems still exist after this process, the employee or supervisor may contact the appropriate authority (any Vice President) for confidential guidance.

329.2.3 – Processing Appraisal Forms

Once the supervisor and employee have completed the annual performance appraisal discussion, the appropriate forms are finalized. The employee will be asked to sign the appraisal form. Signing the appraisal form does not necessarily represent agreement with the contents of the appraisal. Employees can provide a written explanation of any disagreement that will be attached to the final appraisal form. The form will be forwarded to the supervisor's manager or department head for review and signature. At this time, dates may be set for interim review sessions throughout the year.

The completed, original appraisal forms are given to the Accounting Department to be scanned into document imaging. Copies will be given to the supervisor and the employee.

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329.2.4 – Relationship to Salary Increases

The performance appraisal program is designed primarily to clarify expectations and improve job performance through improved communication between an employee and his or her supervisor. The performance appraisal is only one of a number of items considered in compensation decisions. Nothing in the performance evaluation process implies or construes that an employee has an entitlement to an automatic compensation increase because of the evaluation process.

Questions concerning the performance appraisal process should be directed to the employee's immediate supervisor or the appropriate administrative authority.

329.3 – RESPONSIBILITY

329.3.1 – Supervisors and Department Heads

Supervisors and department heads are responsible for the effective implementation of the performance appraisal program. New supervisory personnel should contact the appropriate administrative authority to arrange for training and to define their role in this process.

329.3.2 – Accounting Department Personnel

The Accounting Department personnel are responsible for providing materials used in the performance appraisal program, monitoring the process, filing all completed appraisals, and providing training and consultation for employees and supervisors as needed.

329.3.3 – Employees

Employees are responsible for working with their supervisors to identify and develop agreed upon responsibilities, expectations, performance standards, and areas needing improvement. If disagreements arise during the appraisal session, employees are responsible for providing a written explanation of their disagreement that will be attached to the completed appraisal form.