

College Operating Procedures (COP)



Procedure Title: Performance Management
Procedure Number: 05-0701
Originating Department: Office of Human Resources

Specific Authority:
Board Policy 6Hx6:5.02
Florida Statute 1012.855-875
Florida Administrative Code n/a

Procedure Actions: Adopted: 11/21/96; 7/1/00; 12/2/08, 11/1/10

Purpose Statement: To establish procedures for College employees' annual performance evaluations.

Guidelines:

Performance evaluations are completed for all regular employees on an annual basis. Faculty evaluations will be conducted in accordance with the current Collective Negotiations Agreement and are not subject to the following provisions.

Performance evaluations will be discussed with the employee and the employee will have an opportunity to reply; however, the evaluation or the results contained therein are not subject to the grievance procedure set forth in these policies and procedures. The performance evaluation process is a means to gain a better understanding of what is expected of the employee and how the employee can better him/her performance.

Employees in a temporary position may be evaluated.

Procedures:

- I. Professional and Career Service Employees
 - A. Supervisors should complete performance evaluations for professional and career service employees on the following occasions:
 1. Annual Evaluation. Each employee is to be evaluated at least once each fiscal year. The Office of Human Resources will provide the exact time line each year. The purpose of the annual evaluation is to evaluate the performance of the employee over the past year and to set goals and objectives for the upcoming year. However, if the employee's work performance is unsatisfactory, the supervisor may recommend that the employee be placed on conditional status. The employee receiving this evaluation is performing below expectations. The employee will be notified of these performance deficiencies and what specific

improvements are expected. Such an evaluation may require additional training, greater effort, and better understanding between the supervisor and the employee. An employee placed on conditional status should be re-evaluated no later than ninety (90) days from the time at which they were placed on conditional status. It is recommended that informal or formal evaluation sessions take place at least every thirty (30) days in order to document the employee's progress toward meeting the stated goals and objectives. The employee will receive no salary increases while on conditional status and no retroactive pay will be given when the employee is removed from conditional status

Executive and Administrative positions may be employed under contracts. Professional and career service employees who were hired prior to 1994 and were issued contracts when they were hired will continue to follow the annual contract review process outlined below for Administrative personnel.

2. Probationary Evaluation. All new Professional and Career Service employees, and current employees who are promoted, demoted, reclassified or transferred to a new position must serve a six-month probationary period. The evaluation shall be given by the immediate supervisor during the fifth month of service following appointment to each new position. The evaluation is due in the Office of Human Resources fifteen (15) days before the end of the six-month probationary period.

If the employee's performance is unsatisfactory, he/she may be released at any time before the last day of the probationary period. If possible, a probationary employee should be given two weeks notice when it is determined that employment will not be continued beyond the end of the probationary period; however, the employee may be discharged immediately when it can clearly be shown to be in the best interest of the College. The Vice President, Human Resources must be consulted prior to such action being taken. No evaluation is prepared for a probationary employee whose employment is not being continued.

Actions to be Recommended Based on Supervisor's Evaluation of a Probationary Employee -

- Satisfactory Completion of Probationary Period Status: This means that the employee is consistently performing his/her duties and responsibilities in a satisfactory or better manner. The employee's supervisor will document this recommended action in narrative form on the Performance Review Form (PER-026B).

Conditional (Continuation on Probationary) Status: The employee receiving this evaluation is falling short of expectations; work performance is unsatisfactory;

and the employee is performing below the average of fellow employees. The employee will be told of these shortcomings and what specific improvements are needed. Such an evaluation may require additional training, greater effort, and better understanding between the supervisor and the employee.

An employee placed on conditional status should be re-evaluated no later than ninety (90) days from the time at which they were placed on conditional status. It is recommended that informal or formal evaluation sessions take place at least every thirty (30) days in order to document the employee's progress toward meeting the stated goals and objectives. The employee will receive no salary increases while on conditional status and no retroactive pay will be given when the employee is removed from conditional status

3. Other (Unscheduled) Evaluation. A performance evaluation may be conducted at any time deemed appropriate by the supervisor to recognize improved or deteriorated performance. When a special evaluation is conducted, one of two actions must be taken:

- **Conditional Status** - The employee receiving this evaluation is performing below expectations, and work performance is unsatisfactory. The employee will be told of these performance deficiencies and what specific improvements are needed. Such an evaluation may require additional training, greater effort, and better understanding between the supervisor and the employee. An employee placed on conditional status should be re-evaluated no later than ninety (90) days from the time at which they were placed on conditional status. It is recommended that informal or formal evaluation sessions take place at least every thirty (30) days in order to document the employee's progress toward meeting the stated goals and objectives. The employee will receive no salary increases while on conditional status and no retroactive pay will be given when the employee is removed from conditional status.

Further corrective action will be considered if an employee receives two conditional ratings in the same position up to and including termination from the position and/or the College. The Vice President, Human Resources must be consulted prior to such action being taken.

- **Return to Regular Status** - This evaluation would indicate that the employee is again performing at a satisfactory level and has addressed problem areas.

B. Executives and Administrators on Annual Contracts

Since these employees work on a contractual basis, they do not serve a probationary period. All personnel in these categories are evaluated annually unless a special evaluation is necessary or desirable. Evaluations should be completed in conjunction with the contract recommendation process. No evaluation is to be completed if the employee is not being recommended for continued employment.