5160 Evaluation

When staff and their supervisors are meeting regularly and discussing performance, there are typically no surprises during an annual performance evaluation. Continuous feedback, coaching, discussion and sharing shall occur throughout the annual performance cycle between staff and their supervisor. Within the annual review cycle, effective supervisors mutually discuss any adjustments to performance objectives and clarify expectations if organizational needs change which affect a staff member's role.

An annual performance evaluation is a formal time for the supervisor and staff member to meet without interruptions and/or distractions to discuss past performance and to identify future goals and developmental opportunities for the staff member.

All regular staff shall be evaluated on an annual (fiscal year) basis. Reviews for 12-month staff members are to be completed prior to July 31 (one month after the end of the fiscal year). All other staff shall be evaluated by the end of their employment period.

In addition, all Classified and Professional Staff shall be evaluated at the conclusion of their provisional period, which is approximately six months after the hire date into a new position (see policy 5140 "Provisional Period: Staff"). Professional and Classified Staff hired less than one year before the beginning of the current fiscal year, were evaluated after their provisional period and therefore do not need to be evaluated until the following fiscal year. Example: For evaluations due July 31, 2016, staff members hired after July 1, 2015 would not need to be evaluated until the following fiscal year.

If a staff member disagrees with the content of their performance evaluation, he/she shall discuss this concern with their supervisor first. If no solution is identified after attempting to resolve the disagreement with their supervisor, the staff member shall discuss their concerns with the Human Resources Director. The Human Resources Director shall work with the staff member and the supervisor to address the staff member's concerns.

The original versions of all staff evaluations are filed in the staff member's personnel file in the Human Resources Office.

Procedure

By early spring, the Human Resources Office shall remind supervisors of their obligation to complete their annual staff performance evaluations.

To support a comprehensive evaluation, supervisors are encouraged to have staff complete a self-evaluation (using the same evaluation form that the supervisor shall use) and provide it to their supervisor for review prior to the performance evaluation meeting.

If a staff member is not evaluated by this schedule, they are encouraged to discuss this with their supervisor. If they are still not evaluated after that discussion, they are encouraged to talk to their area Vice President or the Human Resources Director.

Supervisors are expected to conduct staff performance evaluations. Failure to do so may result in disciplinary action.

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