

# PROCEDURE

<b>Subject</b>	Administrative /Professional Support Employee Performance Evaluation	Page 1 of 2	<b>Number:</b> 2.21.02
<b>Source</b>	Human Resources		<b>Reference (Rule #)</b> 6HX14-2.21
<b>President's Approval/Date:</b> 11/9/10			

**PURPOSE**

The Performance Evaluation is a summary tool used to provide feedback regarding an Administrative/Professional Support Employee (APS) performance throughout the year. Its purpose is to assist the supervisor and the employee in identifying those areas that are on target, exceeding standards, acquiring/making progress, or those in need of improvement.

**POLICY**

State College of Florida, Manatee-Sarasota, (SCF) maintains a policy of evaluating the job performance of its employees as a means of measuring efficiency and effectiveness of its operations, providing employees with meaningful information about their work, identifying professional development potential, progress on goals and aiding SCF in making personnel decisions.

**PROCEDURE**

1. Definition of an APS employee for the purpose of Performance Evaluation includes Executive Administrators, Institutional Instructional Administrators, Institutional Administrators, Middle Managers and Professional Support Staff, including librarians. Generally, this is all staff who are not included under instructional faculty or career staff.
2. Effective with the evaluation for the year beginning January 1, 2011, the on-line dynamic evaluation system will be used. Goals will be established on or around September 30 and updated in the system, along with journal entries provided by the employee and/or supervisor all throughout the year.
3. Evaluation of APS employees will be based on data collected beginning January 1 of the previous year until the date the evaluation is completed.
4. Prior to the beginning of the evaluation, the APS employee will be asked to complete a self evaluation on-line to be shared with his/her supervisor.
5. Each employee evaluation will have a second reviewer (next level of supervision) prior to the employee being evaluated. Those employees, who report directly to a Vice President, will receive a second review by the President at the President's discretion. Those employees who report directly to the President will not have a second reviewer. Any employee who is evaluated as "needs improvement", or has had discipline issues or has been on a development plan during the evaluation period, will also require that the evaluation be reviewed by the

Executive Director, Human Resources or her/his designee, prior to sharing the evaluation with the employee.

6. Annual evaluation of APS employees should be completed and submitted to the area Vice President by March 1 of each year. The Vice President should discuss any evaluation that provides for non-renewal or extensive development issues with the President and the Executive Director of Human Resources prior to giving the evaluation to the employee. If the contract is being renewed subject to a development plan, the development plan shall be created in consultation with the Executive Director, Human Resources or her/his designee, the employee and others as deemed appropriate. Each APS employee shall have his/her evaluation discussion no later than March 15. Completed evaluation will be received by Human Resources through the on-line system immediately.
7. Performance discussions should be conducted with the APS employee throughout the year. A semi-annual evaluation should be conducted with the employee prior to September 30 of each year. Any issues where the employee is not deemed to be “on target”, or goals that are not being completed as expected, should be discussed at this time. Journal entries may be included in the on-line account by the employee and by the supervisor. These journal entries may be shared with each other through agreement of the employee and supervisor. It is expected that the written evaluation is merely a short documentation of key areas discussed in the evaluation meeting regarding the past six months at the semi-annual performance evaluation, and for the complete year at the annual evaluation. While it is expected that through these discussions, agreement is reached regarding future goals, there may be occasions when an APS employee may disagree with the evaluation.
8. If the Administrator disagrees with the evaluation, s/he may:
  - a) Write a written rebuttal to be included in the APS employee’s personnel file attached to the Evaluation. In addition:
  - b) Meet with the Executive Director, Human Resources or the Assistant Director, Human Resources to discuss the perceived inaccuracies and/or gross irregularities in the evaluation. If upon review of the complaint, the evaluation was deemed discriminatory, arbitrary capricious, or that there were gross irregularities in the manner in which the evaluation was conducted, he/she may recommend to the President that an amended evaluation be included in the employee’s personnel file. The President will evaluate the recommendation and make a decision to approve, modify or deny the recommendation. The President’s decision will stand. The amended evaluation will be included in the Administrator’s file.