


PROCEDURE

Subject	Career Employee Performance Procedure Page 1 of 2	Number: 2.21.03
Source	Office of Human Resources	Reference (Rule #) 6HX14-2.21
President's Approval/Date: 12/14/12		

PURPOSE

The Performance Evaluation is a summary tool used to provide feedback regarding a Career Employee's performance throughout the year. Its purpose is to assist the supervisor and the employee in identifying those areas that are meeting and/or exceeding standards and those in need of improvement.

POLICY

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, and aiding SCF in making personnel decisions.

PROCEDURES

1. During the initial year of employment, career employees will be evaluated at least four times: three times during the 90-day probationary period and at the annual evaluation. Thereafter evaluations will be conducted annually.
2. Performance discussions should be conducted with the employee throughout the year. The annual evaluation is a short documentation of key areas discussed at the evaluation conference regarding the past year's performance. This written evaluation shall be thoroughly discussed with the employee in a personal conference.
3. The supervisor should provide supporting comments on the evaluation for any item marked "exceptional" or "less than satisfactory". For deficiencies, specific corrective action with time lines should be included.
4. Evaluations should be completed between January 1 and January 20 to cover the period from January 1 to December 31 of the previous year.
5. Evaluations should be forwarded to the Human Resources Office no later than January 31.
6. Employees are encouraged to comment about their work performance, in writing or verbally, and to discuss any issues related to employment at SCF.
7. The employee will sign the performance evaluation to acknowledge awareness of its contents and that it has been discussed with the evaluating supervisor. The employee's signature does not indicate agreement or disagreement with the contents. The employee may make comments on the form before signing.
8. If after discussion with the evaluating supervisor the employee does not accept the evaluation, an appeal may be made to the Executive Director, Human Resources to be evaluated by the Career Employee Performance Evaluation Appeal Committee.

9. Career Employee Evaluation Appeal

a) Career Employee Performance Evaluation Appeal Committee.

The President shall appoint a Career Employee Performance Evaluation Appeal Committee. This committee shall consist of one career employee, one faculty member, one administrator, and the Executive Director, Human Resources, who shall serve as Chair.

b) Appeal Committee Function.

If, after the evaluation conference, the career employee believes a gross irregularity exists and does not wish to accept the evaluation, an appeal may be made to the Career Employee Performance Evaluation Appeal Committee. The Committee shall review the questioned performance evaluation and alleged irregularities and, subsequent to such review, shall issue a written report of its findings which shall become an integral and permanent part of the questioned evaluation. If the committee deems it appropriate, the report may include a recommendation to sustain, or amend the evaluation, which shall not be binding.

c) Appeal Process.

1. By January 31 (or the last work day in January) the career employee shall submit the appeal in writing to the Executive Director, Human Resources.
2. Within five (5) working days, the Executive Director, Human Resources shall notify the career employee's evaluating supervisor and activate the Appeal Committee.
3. The Appeal Committee shall investigate the facts and circumstances relating to the alleged irregularity to determine if an irregularity exists. Within ten (10) working days of the submission of the appeal to the Executive Director, Human Resources, the committee shall make a written report of its findings and recommendations to the career employee, evaluating supervisor and to the appropriate vice president.
4. The appropriate vice president shall, within five (5) working days, submit a recommendation to the President in writing.
5. Within five (5) working days of receiving the recommendation, the President shall inform the career employee, his/her supervisor, and the appropriate Vice President in writing of the final disposition of the Evaluation.
6. The committee's report, Vice President's recommendation and the President's decision shall be attached to the employee's evaluation form as part of his/her personnel record.