

WESTERN NEBRASKA COMMUNITY COLLEGE

President's Procedure

TITLE:	Administrative, Professional and Support Staff Evaluation Process
DIVISION:	Human Resources
CATEGORY:	Personnel
REFERENCE:	BP-411 Employee Performance Review Policy Nebraska Revised Statutes: §85-603
NUMBER:	PP-411
DATE OF REVIEW:	January 8, 2019
APPROVAL:	President's Cabinet

Purpose

The goal of this evaluation process is to assess performance and provide feedback to employees on how well each member is contributing to the College mission, vision, goals and objectives.

Scope

This procedure applies to all administrative, (excluding the College President), professional and support staff employed by Western Nebraska Community College (WNCC).

Procedure

Employee evaluation shall be conducted on an annual basis. Additional reviews may be conducted at the discretion of the immediate supervisor in the following circumstances:

- Newly hired support staff, during or following the 90-day probationary period.
- Employees transferring to another position.
- Employees working under a new supervisor.
- Employees following a performance improvement plan or discipline program.

Distribution, Collection, and Filing

The Human Resources Office is responsible for the distribution, collection, and filing of employee performance review forms. The official copy of the completed form is the property of WNCC and will be maintained in the employee's personnel file.

Access to official employee performance review documents shall be on an as needed and right-to-know basis. Generally, only the employee, his/her immediate supervisor, the divisional vice president, the president, and the human resources' staff would have access to these documents.

Self-Appraisal

The annual performance review process allows for self-appraisal by the employee. Both the supervisor and the supervisee will individually assess performance and jointly meet to complete the evaluation process. During the evaluation meeting, the employee and supervisor can compare their evaluations and address any differences in their assessments. Only the final evaluation form is submitted to the Human Resources Office.

Factors in Evaluation of Job Performance

Employees will be evaluated according to their documented responsibilities, job description, and the ability to meet program/department/division, Board and College goals related to their areas of responsibility.

Performance Planning and Evaluation

The College shall implement a performance planning and evaluation plan which includes the following rating levels:

- Exemplary
- Acceptable
- Needs improvement
- Does Not Apply

All performance evaluations shall be conducted annually and shall include:

- The extent to which the employee accomplished established objectives for the evaluation period.
- Information on the extent to which the employee exhibited or failed to exhibit one or more of the following responsibilities, which may vary depending on the employee's classification:
 - leadership
 - problem analysis, decision making
 - planning, organizing and coordinating
 - initiative exercised
 - accomplishment of goals
 - ability to communicate/interact with others
 - ability to delegate effectively, if in a supervisory role
 - other characteristics related to job

Employees may not grieve evaluations; however, an employee may submit a written response to the evaluation to be included in his/her personnel file.

Performance Improvement Plan

The purpose of a performance improvement plan is to communicate a method of corrective action clearly and consistently to the employee in cases when the employee's performance is deemed unacceptable. It is the supervisor's responsibility to administer the procedure in a positive and constructive manner with the intended outcome being that the employee improves his/her performance of the job. In developing an improvement plan, the employee and supervisor should develop specific goals and actions to be undertaken, along with a timeline for achievement. Although each plan will be appropriate to the individual employee's situation, every plan should allow for a minimum of monthly

review of the employee's performance. A copy of the plan should be maintained by the supervisor, the employee, and the Human Resources Office.

Failure to make satisfactory improvement under a Performance Improvement Plan may result in employment probation or termination.

Revising this Procedure

This President's Procedure supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, or as new laws require attention.