



## Administrative Policies and Procedures

Procedure Number	Subject	Effective Date	Revised Date
HR-1.4.13	Performance Appraisals of Classified Employees	07/01/07	

### 1.0 Purpose

To establish a system of assessing and improving the work performance of employees and to provide guidelines for the administration of this system.

### 2.0 Policy

Bainbridge College supports a performance management process that is consistent and continuous, and emphasizes communication between supervisors and employees. Supervisors are expected to assess and ensure optimal employee performance, document acceptable and unacceptable performance, and to improve performance that is below standards or below an employee’s capabilities. Critical to meeting this expectation are regular evaluations of an employee’s progress, accurate documentation of that progress, and regular communications with the employee.

### 3.0 Frequency

A performance appraisal is required as follows:

**3.1** Provisional Period: The job performance of all new employees must be evaluated at least once during the employee’s six month Provisional Period. It is recommended that the new employee be evaluated after three (3) months and then again prior to the conclusion of the six (6) month provisional period. The provisional period appraisal must be submitted to Human Resources not less than 10 days prior to the end of the new employee’s six (6) month provisional period.

**3.2** Annual Appraisal: The job performance of all continuing employees must be appraised once a year, between February 1 and March 31, and will be the basis on which any merit increase is recommended. The annual performance appraisal must be submitted to the Human Resource Department no later than April 15 of each year.

### 4.0 Disposition of Performance Appraisal Document



- 4.1 Original to Human Resources
- 4.2 One copy to employee
- 4.3 One copy to department file

## 5.0 Guidelines

- 5.1 The supervisor should provide feedback and coaching throughout the year concerning the employee's performance.
- 5.2 The supervisor will complete a performance appraisal for each employee and rate the employee's performance based on the previously communicated performance standards and goals. The supervisor will meet with the employee to discuss the performance appraisal. The performance appraisal meeting will occur annually.
- 5.3 An employee action plan may be included in the appraisal. The employee's action plan will list areas in the employee's job performance where improvement is needed and specify action plans for improvement. The action plan will include personal development goals for the employee and action plans designed to expand the employee's job-related skills, knowledge, and abilities. An employee action plan is required if the overall performance appraisal rating is "Needs Improvement" or "Unsatisfactory".
- 5.4 The supervisor will conduct a private conference on performance results with each employee. The conference provides the supervisor with the opportunity to recognize the employee's accomplishments and to establish plans for improving performance with the employee. Crucial to carrying out the purposes of the performance appraisal is a candid discussion of areas requiring improvement, as well as the opportunity for employees to respond.

At the end of the conference, the employee should sign the Performance Appraisal document. The employee's signature signifies only that the employee has seen the appraisal, not necessarily that the employee agrees with the appraisal. The employee's signature is required to ensure that the employee has reviewed the appraisal and is aware of its content.

## 6.0 Personal Assistance

Human Resources staff is available to provide guidance to management preparing performance appraisals, conducting employee conferences, and assisting in the development of performance exceptions.