



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Performance Evaluations – All Employees
Procedure Number: 03-2003-0002
Board Policy Reference: IV.B. Human Resources Direction

Accountable Administrator: President
Position responsible for updating: Vice President, Human Resources
Original Date: September 1980
Date Approved by Cabinet: 08-19-19
Authorizing Signature: *Signed original on file*
Dated: 08-19-19
Date Posted on Web: 08-19-19
Revised: 08-19
Reviewed: 08-19

Purpose/Principle/Definitions:

This procedure establishes guidelines for performance evaluations of administrative, management, supervisory, exempt technical, classified and part-time employees. The purpose of this procedure is to:

1. Advise employees on progress in carrying out responsibilities to reinforce performance expectations and to determine ways to improve performance that does not meet expectations.
2. Serve as a guide in planning further employee development.
3. Set measurable objectives for the coming year.
4. Support and provide documentation for personnel actions under approved policies.

Procedure Implementation

Performance evaluations shall be conducted in an objective manner that avoids discrimination on the basis of race, color, religion, sex, national origin, age, disability, or any other protected class defined by federal or state law.

Procedure

The President shall evaluate each administrator reporting to him/her. Each administrator in turn is responsible for conducting a performance evaluation for each subordinate manager, director, supervisor, coordinator and exempt/technical employee. The manager, director or supervisor is responsible for conducting a performance evaluation for each classified and/or part-time employee reporting to him/her according to the following schedule:

1. At the end of the six (6) month probationary period;
2. Annually between January 1 and March 31 of each year;
3. At any time deemed necessary to address and correct performance problems.

- The President shall develop the format for performance evaluations of the administrative employees who report directly to him/her.
- The Chief Human Resources Officer shall develop the format for performance evaluations for managers, directors and supervisors, exempt/technical, classified and part-time employees.
- Probationary faculty will be evaluated on an annual basis for the first 4 years of their employment, and Regular faculty will be evaluated every 4 years on a schedule to be determined by the Office of Instruction. Part-time faculty will be evaluated each year on a schedule to be determined by the Office of Instruction.
- There are two parts to the evaluation: the performance evaluation form and the Professional Development Plan (PDP) for the next year.
- The employee will complete a self-evaluation using the online performance evaluation tool within Paylocity. Once complete, the evaluation will be forwarded to the supervisor for review and input. The Supervisor will then meet with the employee to discuss the performance evaluation. After the discussion, the supervisor will request that the employee sign the evaluation document electronically. The signature of the employee on the evaluation denotes that the individual has seen and read the evaluation it does not mean that the employee agrees with the evaluation. A copy of the document will be provided to the employee.
- The outcome of the performance evaluation may be used as a tool by the President in the determination of salary increases.
- The completed and signed performance evaluation shall be placed in the employee's personnel file.
- Failure by a supervisor to complete evaluations in a timely manner may be subject to discipline.

Legal References:

ORS 341.290
 OAR 589-009-0100 (1) (h)