



OPERATING PROCEDURES

SUBJECT: EMPLOYEE EVALUATIONS

All full-time employees shall be evaluated annually, on forms and on a timetable prescribed by the college administration. Should the appropriate supervisor feel that a special evaluation is warranted due to problems or concerns regarding the employee's performance, such special evaluation may be conducted at any time. A special evaluation, if conducted, may deal only with the problems or concerns that necessitated the evaluation.

Newly hired career service employees and current career service employees promoted to a different position will be placed on mandatory six-month probationary status and shall be subject to termination without recourse, at any time during that period of service. The supervisor of the probationary employee shall submit a two-month, four-month, and six-month performance evaluation. Any employee in probationary status who receives less than a satisfactory six-month evaluation may be terminated without recourse.

Faculty who have yet to earn continuing contract are reviewed annually and evaluated in their 5th year. Those who have earned continuing contract are then reviewed every two years with a post continuing contract evaluation occurring every 5th year. More information is available in the Office of Academic Affairs.

Employees may evaluate their immediate supervisors annually forwarding the evaluation to the principal administrator unsigned. The principal administrator will summarize the data from all forms and discuss the summary with the evaluated supervisor. The individual evaluations will not be discussed. Confidentiality will be maintained and retribution by supervisors to any employee for have participated in the process will not be tolerated.