

I. Purpose

To assist the College and each of its employees in achieving excellence in performance.

II. Scope

Unless otherwise provided for in an applicable collective bargaining agreement or an individual written employment agreement with the College, this policy shall apply to all part-time and full-time employees of the College.

III. General

All employees covered under this policy shall be evaluated regularly in writing by their supervisor. Evaluations shall be done using a standard evaluation format approved by the Executive Director of Human Resources or designee.

IV. Responsibility

Responsibility for the interpretation and administration of this policy is delegated to the Executive Director of Human Resources or designee.

Adopted: 5/15/2006

Revised: 12/17/2018, 01/24/2022