

I. Purpose

The purpose of this policy is to assist the College and each of its employees in achieving excellence in performance through regular evaluation of goals, performance and opportunities for improvement.

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 employees of the College except temporary, casual, or seasonal employees.

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 formats approved by the President or the President's designee.

IV. Responsibility

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

Adopted: 5/15/2006

Revised: 12/17/2018