

## **POLICY TITLE: EVALUATION POLICY**

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### **I. Purpose**

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

### **II. Scope**

This policy shall apply to all employees of the College unless otherwise provided for, or prohibited by, collective bargain agreements.

### **III. General**

All employees covered under this policy shall be evaluated annually in writing by their supervisor. The College shall adopt an evaluation tool which is designed to facilitate positive interaction between supervisors and employees on the expectations and performance by each employee, including establishment of goals and job relevant performance criteria. Evaluations shall be done utilizing a standard evaluation format reviewed by the Personnel & Compensation Committee of the Board and approved by the Board.

### **IV. Responsibility**

The College's President, Human Resources Director and each supervisor shall have responsibility for implementation of, and conformance to, this policy.

Adopted 5/15/06