

STATUS OF EMPLOYMENT
EVALUATION

DLA
(LOCAL)

EMPLOYEE
EVALUATIONS

The College District shall routinely evaluate the performance of all College District employees.

PURPOSE

The purpose of the employee performance evaluation shall be to:

1. Raise the quality of instruction and educational service to the college district's students and citizens of the community.
2. Raise the standards of the College District as a whole.
3. ~~Aid Foster the an~~ employee's professional growth and de-velopment improve.
4. Determine the employee's future employment with the College District.

Evaluation of employees shall be a cooperative and continuing process with formal appraisal following established procedures ~~for the evaluation process~~.

College District administrators shall evaluate every full-time employee on a job-related basis according to the terms of the evaluation instruments. The employee has the option to submit comments if, in the employee's opinion, additional information pertinent to the evaluation is needed. Comments are included in the employee's formal personnel record with the evaluation. Further appeal of an evaluation shall be addressed through DGBA(LOCAL).

DEFINITIONS

The following words or phrases, for the purpose of this policy, are defined as follows:

1. Annual review period shall be from September 1 to August 31.
2. Increase is an increase in salary based on meeting or exceeding performance standards, consistent with the increase for all College District employees. This is generally processed annually, but is contingent upon approval of funding by the Board.
3. ~~Merit bonus is a performance-related compensation award that does not become part of the dean's or executive's base pay and is not included as income for retirement purposes. Such awards are contingent upon approval of funding by the Board.~~
- 4.3. Performance indicator ~~factor~~ is a key accomplishment that is linked to the College District's mission, core values, strategic plan, and goals.
- 5.4. Performance goal is a planned project or level of performance, the result of which is measured in terms of quality, quantity, and/or timeliness.

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STIPULATIONS

ELIGIBILITY

The following ~~eligibility requirements~~stipulations shall apply:

1. Individuals with less than three months of service, as of August 31, shall not be eligible to receive a salary increase.
2. Individuals who have received a Level 2 performance warning during the annual review period shall not be eligible for a salary increase.
3. Individuals who receive an overall performance appraisal rating of "Does not meet expectations" shall not be eligible for consideration for a salary increase or merit based compensation ~~or for a merit bonus~~.

FULL-TIME FACULTY
EVALUATION

Components of the evaluation for full-time teaching faculty shall include:

1. Student Surveys of Instruction.
2. Class Visit Evaluation.
3. Self-evaluation.

4. Dean's Annual Evaluation of Faculty Performance.

In addition, multi-year contract applications will also include:

1. Council on Excellence Review of Multi-year Contract Applications.
2. Faculty Board Reports (for multi-year contract applications).

Detailed information regarding the faculty evaluation process is in the College District's Faculty Handbook and on the Council on Excellence (COE) web site ~~procedures and guidelines for faculty and staff~~.

ASSOCIATE FACULTY
EVALUATION

An important element of the instructional program at the College District is the associate faculty. In a continual effort to improve the quality of the instructional process, all associate faculty shall be evaluated on a periodic basis by the dean, chair, or other assigned academic personnel. Associate faculty members are employed on a semester-to-semester basis, as need dictates, and renewal of that employment is based in part on past evaluations.

Components of the evaluation of associate faculty members shall include student surveys of instruction and class visits.

EVALUATION OF
STAFF AND
ADMINISTRATORS

Regular written supervisory evaluations of the College District employees in staff, ~~and~~ administrative and leadership positions shall also play a significant role in maintaining an excellent educational program. By promoting the growth and development of employees

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through acknowledging strengths and developing action plans for improving skills, the College District continually strives to meet and exceed its standards for excellence.

Components of the evaluation for full-time staff and administrators include the following items, which are measured/evaluated in relationship to accomplishment of objectives outlined in the district-wide strategic plan:

1. Goals
2. Achievements
3. Performance Indicators, such as Essential Job Functions and Demonstration of Core Values

~~DEANS AND
LEADERSHIP TEAM
PROCESS~~

~~The purpose is to provide a performance appraisal and merit program based on performance that exceeds standards of excellence. This policy is applicable for deans and members of the College District's leadership team "executives."~~

~~PERFORMANCE
APPRAISAL
SYSTEMMERIT~~

~~Deans and executives covered by these guidelines shall be evaluated by comparing performance with established performance factors and defined performance goals that are designed to measure significant aspects of their positions of leadership within the College District.~~

~~PERFORMANCE
FACTORS~~

~~The established performance factors are:~~

- ~~1. Core Values:~~
 - ~~a. Learning.~~
 - ~~b. Service and Involvement.~~
 - ~~c. Creativity and Innovation.~~
 - ~~d. Academic Excellence.~~
 - ~~e. Dignity and Respect.~~
 - ~~f. Integrity.~~
- ~~2. Supervision:~~
 - ~~a. Leadership.~~
 - ~~b. Planning, Management, and Accountability.~~
 - ~~c. Teamwork and Collegiality.~~

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PERFORMANCE GOALS	Mutually agreed-upon goals shall be developed consistent with the College District's strategic plan and/or other performance needs within the dean's or executive's areas of responsibility.
PERFORMANCE RATINGS	A dean's or executive's performance is rated on the degree to which he or she demonstrates behaviors described within each performance factor and on the basis of attainment of performance goals. For each performance factor, the appropriate vice president or the College President selects the level that most closely describes the dean's or executive's performance. The levels of performance used in ratings are: 1. "Exceeds Expectations" is performance that has resulted in significant accomplishments beyond the meeting of performance goals within the annual review period. 2. "Meets Expectations" is performance that consistently meets job requirements and demonstrates productivity, effectiveness, and competency. 3. "Does Not Meet Expectations" is performance that does not consistently meet all job requirements; improvement is necessary to attain expected level of performance.
FREQUENCY OF PERFORMANCE APPRAISALS	A dean's or executive's performance shall be formally evaluated at the end of the annual review period and as follows: 1. New employee probationary ratings. A new dean's or executive's performance on the performance factors shall be evaluated prior to the completion of the approved probationary period. 2. Performance concerns. If, at any time during the review period, a dean's or executive's performance diminishes and becomes overall "Does Not Meet Expectations", the College District's performance documentation process shall be followed.
ADMINISTRATION	
REVIEWING PERFORMANCE FACTORS AND ESTABLISHING PERFORMANCE GOALS	The appropriate vice president or the College President shall meet with the dean or executive to review performance factors, to discuss job expectations that are applicable to the position, and to jointly establish performance goals for the coming year.
MONITORING PERFORMANCE	To measure progress toward the accomplishment of established performance goals and the performance of job requirements, accurate and specific documentation of performance shall be noted throughout the evaluation review period.

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~~RATING
EMPLOYEE
PERFORMANCE~~

~~Constructive feedback regarding performance shall be shared with the dean or executive, as appropriate, and progress toward accomplishing performance goals shall be provided by the dean or executive in a written mid-year update to the appropriate vice president or to the College President.~~

~~PROCESSING
INCREASES~~

~~At the end of the annual review period, the appropriate vice president or the College President shall complete the performance appraisal form and meet with each dean or executive to discuss performance ratings. Completed appraisals shall be signed by the dean or executive and his or her immediate supervisor.~~

~~PROCESSING OF
MERIT BONUSES~~

~~Salary increases, when awarded, are generally effective September 1, but are contingent upon approval of funding by the Board.~~

~~A merit bonus may be used to reward performance of a dean or executive that consistently exceeds performance standards and for which performance goals have been accomplished in the annual review period.~~

~~A merit bonus, when awarded, is generally effective September 1, as approved by the College President, and is due and payable on a monthly basis, over a 12-month period. A merit bonus is contingent upon approval of funding by the Board.~~

~~If a dean or executive terminates employment with the College District within the 12-month period, the merit bonus is prorated based on the same calculation as all other pay (e.g., days worked within the fiscal year.)~~

~~A merit bonus award form that gives details of major accomplishments must be completed and signed by the appropriate vice president, if applicable, and the College President for each increase. Approved forms are forwarded to the human resources office for processing.~~

EMPLOYEE
RECOGNITION AND
MERIT COMPENSATION

PURPOSE

The College District recognizes that some employees perform at an exemplary level by either doing significantly more than what is normally expected of the position by working on special projects of major importance in addition to assigned duties and responsibilities, or by performing their regular duties at a level that far exceeds expectations over a sustained period of time. The use of merit and bonus awards is a positive way to inspire excellence in performance and an appropriate way to reward those employees who contribute beyond expectations.

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GENERAL
GUIDELINES

Merit awards generally fall into two (2) categories: non-recurring bonuses and other forms of recognition (such as days off, letters of commendation, plaques, etc.) which may be more appropriate in certain circumstances or for some employees.

Individual awards shall not be construed as establishing automatic or mandatory increases for attainment of certain ratings on performance evaluations.

TYPES OF AWARDS

NON-RECURRING
BONUS

These are lump sum or cash-equivalent awards granted on a one-time basis that do not alter the current base salary of employees. The use of bonuses is appropriate for special recognition of exceptional performance on a project/activity/initiative of major importance to the department or to the college district.

OTHER FORMS OF
RECOGNITION

Other forms of recognition, such as days off, letters of commendation, plaques, etc., may also be used when appropriate to recognize performance that is deemed to be exemplary on a project, task or initiative.

CONDITIONS

Non-recurring bonuses and other forms of recognition are considered annually during the performance appraisal period. The total number of awards shall be within the annual merit compensation budget.

SUPPORTING
DOCUMENTATION

- a copy of the performance evaluation for the period of time being recognized by the award;
- comments and recommendations from the employee's supervisor/ manager; and
- any other material or information that supports the award being recommended.

APPROVAL

Supporting documentation shall be added to a written recommendation from the appropriate administrator with the rationale for the award. The recommendation shall be forwarded for review/consideration up through the Leadership Team. Final approval rests with the District President, except in the case of a non-recurring bonus that exceeds 5% of an individual's annualized base salary. A non-recurring bonus, in that case, must be submitted for consideration by the Board of Trustees.

EFFECTIVE DATE

First Reading: 5/26/2015

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The effective date for a non-recurring bonus or merit increase will be on the regular September payroll following the final level of approval.

APPEALS

Appeals shall be directed through DGBA(LOCAL).