

# Davis Applied Technology College: A Utah College of Applied Technology Campus Employee Evaluation Plan Policy and Procedures

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## 1. Purpose

The purpose of the Davis Applied Technology College: A Utah College of Applied Technology Campus (College Campus) Employee Evaluation Plan Policy and Procedures is to:

- 1.1. Provide an evaluation procedure, which is reasonably fair, consistent, and valid.
- 1.2. Promote the professional growth and development of employees.
- 1.3. Assess ongoing individual performance.
- 1.4. Provide evaluation and guidance for employees to help them acquire and demonstrate the skills required for success.
- 1.5. Recognize employees who demonstrate excellence in the achievement of their job duties and goals.
- 1.6. Identify inadequate performance and provide for remediation.
- 1.7. Encourage employee behaviors which contribute to customer satisfaction and student progress.
- 1.8. Encourage employees to strive to improve the quality of education and services at the College Campus.
- 1.9. Encourage each employee and supervisor to communicate, advocate, and celebrate with one another in an effort to build strong working relationships.

## 2. References

- 2.1. Davis Applied Technology College Disciplinary Sanctions of Personnel Policy
- 2.2. Davis Applied Technology College Employment Grievances Policy
- 2.3. Davis Applied Technology College Salary and Wage Administration Policy

## 3. Policy

The employee evaluation and review process shall be conducted in a manner which promotes the concepts of continuous improvement and frequent interaction between employees and their supervisors.

## 4. Procedures

### 4.1. Frequency of Evaluations.

4.1.1. Ideally, communication and feedback exist continuously between supervisor and employee. However, even when feedback is freely given and received, a more formal annual review is necessary. The frequent communications should be such that in most cases employees will have few, if any, surprises during the year-end formal review. Throughout the evaluation period, the employee should track the status of their goals and accomplishments using a Progress Report. Periodically the employee and supervisor will meet to discuss this progress, along with any other items or issues needing to be communicated and resolved.

4.1.2. Formal evaluations will be conducted at least annually for all salaried employees.

4.1.3. Formal evaluations for probationary employees should be conducted at least twice each fiscal year.

**4.1.4.** Formal evaluations for hourly/part-time employees will be conducted when a rate increase is being given, as described in the Salary and Wage Administration Policy. Periodic evaluations may also be held, as deemed appropriate by the supervisor, regardless of a pay increase.

## **4.2. Conducting Employee Evaluations**

**4.2.1.** The Supervisor notifies the employee of the upcoming evaluation and schedules it with reasonable advance notice. The employee may be provided with a copy of the review forms and the job description to be used in the evaluation process, or given access to these forms electronically.

**4.2.2.** The Supervisor shall perform for each employee a written administrative evaluation and shall discuss that evaluation with the employee. The evaluation will consist of “Section I: Core Performance Factors”, and “Section II: Employee Strategic Plans and Goals”. The Supervisor, with input from the employee, will review each job factor, and discuss the ratings given. Optional forms used to foster open dialogue may include employee self assessment and needs surveys. Any of these forms used, along with applicable goal progress reports, should be attached and included with the evaluation.

**4.2.2.1.** Data used to analyze employee performance may be obtained from a variety of sources which may include: supervisor observations, employee self assessment, customer surveys or input, peer evaluations, industry/advisory committee review results, or other verification of performance. In addition to the other factors, evaluations for Faculty may include student progress, competency, job placement, and evaluation results. These factors will be determined using the Instructional Systems Review (ISR) data when available, and will be included in the Classroom Management section of the review.

**4.2.2.2.** The Supervisor rates the employee’s performance in each area as either “Exceeds Expectations”, “Meets Job Requirements”, “Needs Improvement”, or “Not Applicable”.

**4.2.2.2.1.** In order to receive an “Exceeds Expectations” rating, the employee must have demonstrated exceptional performance, which far exceeds the job standards, consistently throughout the year. When this rating is given, written comments which justify the rating are required.

**4.2.2.2.2.** The rating of “Meets Job Requirements” means the employee consistently meets the high standards of performance which is expected of all College Campus employees. The job standards are such that performance levels are acceptable the majority of the time.

**4.2.2.2.3.** A rating of “Needs Improvement” indicates that some aspect of performance needs to be focused on and developed in order to meet expectations. The employee should make the necessary efforts to perform at a higher level. Specific knowledge, skills, abilities, execution, attention, etc. needs to be increased to a greater degree. When this rating is given, written comments which justify the rating are required.

**4.2.2.2.4.** In situations where an employee’s performance is unacceptable, even beyond the “needs improvement” definition, it may become necessary for the employee to develop a written plan for improvement, as outlined in the Disciplinary Sanctions of Personnel policy. If more serious violations, infractions, or performance deficiencies occur, these will be addressed as described there as well.

**4.2.2.2.5.** A rating of “Not Applicable” may be used when the specific performance factor is not relevant to the individual job duties. Also in situations where the factor may have changed during the review period, making it irrelevant to the position.

**4.2.3.** The employee may make a written response to all or any part of the evaluation and the response will be attached to the evaluation.

**4.2.4.** The evaluation form is to be signed by the Supervisor and the employee. The original signed form is placed in the employee’s personnel file in the Human Resource Office. A copy of the completed and signed form shall be given to the employee. Completed evaluations may also be forwarded to the cognizant Vice President and the Campus President for their review.

### **4.3. Employee's Strategic Plans and Goals**

**4.3.1.** At the beginning of the evaluation period, normally each fiscal year, the Supervisor and employee should together establish and agree upon the employee's written goals for the year. Goals should be designed to promote the professional growth of the employee and the accomplishment of strategic plans. The individual goals should be developed based on the College-Campus' annual business plan, along with the employee's division/department team goals. The goals might also include the employee's personal goals for professional development, which thereby improve the College Campus community.

**4.3.2.** Supervisors should communicate with their employees regularly throughout the year regarding progress toward meeting their goals. The goals may be revised during the year as circumstances warrant. Revisions to the goals, which are agreed upon by the employee and the Supervisor, are set forth in writing.

**4.3.3.** Each goal is incorporated into the Performance Review form under Section II: Employee' Strategic Plans and Goals. In conjunction with the year-end employee review, the supervisor and employee meet together to discuss and review the outcome and results of the goals, and, along with the other job factors, are rated as to whether or not the goals were satisfactorily achieved. Any written progress reports completed during the review period should be included and attached to the year-end evaluation.

### **4.4. Review of Evaluation**

**4.4.1.** An employee who is not satisfied with an evaluation has thirty (30) days after receiving the written evaluation to request a review of the evaluation. The employee must present the request for the review in writing to the Human Resource Director, who will inform the Campus President of the request. The written request for a review shall clearly state the specific reasons for the review and the evaluation items which are in question.

**4.4.2. Informal Review.** The informal review step is a process for reviewing the evaluation at the lowest level between College Campus employees. The Human Resource Director will coordinate a meeting with the employee and the Supervisor with the objective of resolving the matter. The evaluation shall be reviewed for the purpose of determining whether or not the evaluation was conducted in a fair and equitable manner in accordance with College Campus policies and procedures.

**4.4.3. Formal Review.** If the employee is not satisfied with the disposition of the review at the informal review step, the review of the evaluation will move to the procedures contained in the Employment Grievances Policy.