



## **426 POLICY – Performance Review for Staff**

### **426.1 Statement of Policy**

Redlands Community College believes that the most valuable resource of the College is its people. Just as the College promotes the educational development of its students, it also promotes the professional development of its employees to become as effective and efficient as possible in their areas of responsibility.

### **426.2 Criteria**

Redlands Community College periodically reviews employee's performance taking into account position responsibilities, contractual obligations, agreed-upon objectives and performance standards. The purpose of the Employee Review is to promote continuous improvement in the job performance of all employees. Comparisons are only to be made between the employee's performance and the employee's job description. This system is not to be used to compare one employee's performance to another employee's performance.

The performance review should not reflect personal prejudice, bias or favoritism on the part of those conducting the ratings or reviews. The results of such review procedures should be used to assist management in the decision making process of the following:

- A. Identifying staff for promotion.
- B. Informing staff of deficiencies, training needs, and improvement expected.
- C. Justifying disciplinary actions.
- D. Identifying staff for non-renewal of contracts.

Adopted March 2015  
Revised January 2016



## **426 PROCEDURE – Performance Review for Staff**

### **426.1:1 Statement of Policy**

The Redlands Community College performance reviews are designed to encourage communication between the employee and supervisor, assess past goal achievement and levels of performance, assist employee and supervisor in identifying future performance goals and objectives, and serve as a basis for professional development planning.

All staff employees (administrative, professional, support, and part-time), with the exception of students, are to receive a performance review at least once each year. Performance reviews may be given on a more frequent schedule when supervisors believe them to be useful. New employees are to receive an evaluation at the completion of their first six months of employment with the College and at the end of their one year probationary period. All other employees will receive an annual performance review no later than the end of April of each fiscal year.

Supervisors should complete performance reviews based on the approved Staff Performance Review Reference Guide. The supervisor should have a copy of the current job description on the employee's position while completing the performance review. Once completed, the supervisor then should go through the completed performance review with the employee. Allow the employee to share his/her views. The supervisor shall work with the staff member to assist in improving performance.

The employee must sign the Performance Review after the evaluation has been completed and have discussed the results with their supervisor, along with the supervisor's signature. The supervisor will forward the completed evaluation forms and any other documents to the department head for review, comment, and signature. The evaluation documents must be signed and dated by the supervisor, the employee, and the department head. A copy of the documents is to be given to the staff member for future use. Originals are to be maintained in the employee's departmental file, which must be maintained by the employee's supervisor for the duration of the employee's employment. The Performance Review Summary Report needs to be sent to the Human Resources Department to be kept in the employees personnel file.

Adopted March 2015