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Subject: Chapter 2 BUSINESS--VP FOR BUSINESS  
Section 3.01 EMPLOYEE PERFORMANCE APPRAISAL

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## I. PURPOSE

The purpose of the College performance appraisal program is to provide a consistent practice of establishing written goals and evaluating the performance of employees. It is needed to help measure, improve, and reward employee performance to assist departments and the College meet their goals.

## II. DEFINITIONS

- A. Annual Performance Appraisal. The employee's performance is appraised by the supervisor normally no later than April 15 each year. The period of appraisal is the period of time since the employee's last performance appraisal.
- B. Special Performance Appraisal. Special appraisals are performed by the supervisor any time during the year for special reasons; i.e. change in pay, promotion, transfer, reassignment, dismissal, etc.

## III. POLICY

Supervisors are to administer an employee performance appraisal annually and special performance appraisals more often, as appropriate. The performance appraisal consists of evaluating previously agreed upon written goals and objectives. The appraisal is to be used as a management tool to assist, motivate, and strengthen the employee. Supervisors will also use the performance appraisal to help determine compensation, development and promotion. "Where there is a difference of opinion concerning a performance appraisal, the employee will have the opportunity to express the difference in writing to the supervisor and the supervisor's evaluator. If the issue has not been resolved at this level, the employee may activate the employee grievance procedure."