

1.0 PURPOSE

- 1.1 Big Bend Community College (BCC) believes a comprehensive performance management system is part of a positive, performance-based culture that fosters employee competence and productivity, supports achievement of organizational goals and objectives, and provides documentation of employees' strengths and areas in need of improvement. The system will align individual performance with the mission, vision, values, and strategic priorities of the institution.
- 1.2 BCC's performance evaluation system shall comply with the requirements of accreditation, WAC 357-34, applicable collective bargaining agreements and related mandate(s).
- 1.3 The Vice-President of Human Resources & Labor is responsible for the development and administration of the performance evaluation system. This will include responsibility for ensuring a high percentage of performance appraisals are completed; a clear linkage between employee positions and the institution's mission; and an ongoing investment in training and development (see AP3200).

2.0 SCOPE

- 2.1 This procedure applies to all full-time administrative/exempt employees and non-represented classified staff of the college.
- 2.2 Procedures for evaluating full-time and part-time faculty are outlined in the BCC Faculty Negotiated Agreement.
- 2.3 Procedures for evaluating represented employees are covered in the collective bargaining agreement between the Washington Public Employees Association and the State of Washington.

3.0 DEFINITIONS

- 3.1 The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

Position Description: description of the specific duties and responsibilities performed, the competencies, licenses and certifications required, along with the working conditions for a specific position. Job postings are not position descriptions.

Performance Evaluation System: the components of the performance management process to include, but not limited to, performance evaluation documents, goal setting and assessment tools, professional development plans,

and other related appraisal and development practices.

Performance Evaluation: periodic documentation, using approved forms and practices, of the employee's most recent performance.

Employment Category: the various categories of employment recognized by BBCC, to include:

- Administrative/Exempt: a position exempted from the provisions of WAC 357 as outlined in the provisions of chapter 41.06 RCW.
- Classified: a position subject to the provisions of chapter 41.06 RCW.
- Faculty: any teacher, counselor, or librarian who is not otherwise excluded by chapter 28B.52 RCW.
- Probationary: period served by an individual first employed by BBCC, or following a break in service by a former BBCC employee, during which the individual is considered to be in an at-will employment status.
- Trial Service: probationary period served by an employee who has attained permanent status in a former position and who has promoted, transferred or demoted to a new position.

4.0 PROCESS

4.1 Each supervisor is responsible to evaluate the performance of assigned faculty and staff as required by applicable rule, this procedure, or collective bargaining agreement, and provide feedback and appropriate training/development assignments necessary to produce the optimum circumstances for success. Additionally, the supervisor is responsible to:

- 4.1.1** communicate the employee's responsibility for successfully performing assigned job duties and responsibilities;
- 4.1.2** assess how well the employee has contributed to fulfilling the objectives and mission of the organization;
- 4.1.3** acknowledge the employee's successful job performance;
- 4.1.4** clearly identify performance issues and concerns; and
- 4.1.5** support the employee's ongoing professional development.

4.2 Employee's are responsible to meet and strive to exceed the standards established for work accomplishment and conduct, improve work effectiveness, and to perform at the highest competency levels possible throughout their employment. Additionally, employees have the responsibility to:

- 4.2.1** request clarification of any job duty, standard, or expectation that is unclear;
- 4.2.2** perform work as assigned;
- 4.2.3** participate in training and professional development activities as assigned;
- 4.2.4** follow established procedures and meet job standards and expectations;
- 4.2.5** participate in the performance evaluation process; and

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- 4.2.6** communicate with the supervisor to share successes and problems.
- 4.3** The President will participate in a performance evaluation process conducted by the Board of Trustees and using processes and forms approved by the Board consistent with Board Policy 1000, Policy Governance, BP1000.4, Board-Staff Linkage, BSL-4, Monitoring Presidential Performance. The evaluation interval shall be as identified by the Board of Trustees.
- 4.4** Administrative/ Exempt employees will participate in an annual performance evaluation process conducted by their immediate supervisor using processes/forms provided by Human Resources for evaluation purposes. Administrative/Exempt employees shall also participate in an annual goal setting and assessment process designed to link individual performance with the institution or division's strategic goals. Each formal evaluation will include an opportunity for review of the employee's position description and a discussion regarding professional development.
- 4.4.1** The college will utilize a formal employee engagement survey process to collect additional feedback and information on the performance of employees with supervisory responsibility.
- 4.5** Classified staff will participate in a performance evaluation process conducted by their immediate supervisor using standardized employee performance planning and evaluation forms provided by Human Resources and in compliance with rules set forth by Washington State Human Resources. Performance evaluation intervals shall be as required by WAC 357-34 or the collective bargaining agreement. Each formal evaluation will include opportunity for review of the employee's position description and discussion regarding professional development.
- 4.5.1** Evaluations for probationary employees (or a permanent employee serving a trial service period or transition review period) will be conducted at 3 months and prior to 6 months or 12 months of employment, as applicable, given the assigned probationary period.
- 4.5.2** Evaluations for permanent employees will be conducted on an annual basis from the date of attaining permanent status in the current position.
- 4.6** Faculty will participate in formal evaluation and professional development planning using the processes, intervals and forms identified in the terms of the collective bargaining agreement.
- 4.7** Human Resources will send electronic notification to the immediate supervisor at least one month prior to a direct report's evaluation due date. The notification will include the appropriate evaluation forms, current training records, and the current position description.
- 4.8** Supervisors are encouraged to review the current position description and make note of any changes in responsibilities or qualifications. A copy of any changes to the position description are to be forwarded to the Human

Resources Office.

- 4.9** Supervisors will write the evaluation and arrange for a meeting to review the evaluation with the employee. The supervisor is responsible to ensure the evaluation is completed within 30 days of the due date.
- 4.10** After the evaluation discussion has occurred, evaluations for classified staff will be forwarded to the appropriate administrator for review and signature and then forwarded to the Human Resources Office where it will be filed in the employee's personnel file. After the evaluation discussion with admin/exempt employees has occurred, the signed evaluation will be forwarded to the Human Resources Office where it will be filed in the employee's personnel file. Human Resources will provide a copy of the completed evaluation to the employee.
- 4.11** The Vice-President of Human Resources & Labor will monitor the timeliness of each performance evaluation to ensure that evaluations are completed within the designated timeframes established in this procedure. The appropriate dean or vice-president will be notified when supervisors are past due in performance evaluation completion.
- 4.12** Human Resources will track completion dates of evaluations. Supervisors will be evaluated on compliance of this issue within their annual performance evaluation.
- 4.13** In the event the employee disagrees with the content of the performance evaluation, the employee may include their comments on the evaluation form and/or draft a letter of rebuttal that will be placed in the personnel file with the completed evaluation.