

Policies and Procedures

Title

Performance Evaluations - Annual

HR Policy No.: 20.004

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Revised: April 1, 2019

Purpose

To offer a formal, in-depth discussion between the employee and the supervisor. This process is designed to provide continuous feedback on performance, to identify areas where the employee excels, to identify areas where the employee can adjust their performance, and to address the continuous professional growth and development of the employee. The performance appraisal process is the procedure by which the evaluative judgment of supervisory management is made.

Applicability

All regular full-time administrators and full-time and part-time support staff.

Goals

The goals of the performance management/evaluation process are to:

- Promote and support the talent development of each employee within the workforce;
- Promote continuous dialogue involving performance between the supervisor and the employee;
- Enable an employee to better understand and assess his/her work as it relates to the goals of a department as a whole;
- Establish an alignment of employee performance goals with department and College-wide strategic goals;
- Identify performance strengths and competencies that objectively appraise an employee's work performance within the position responsibilities; and
- Provide employees with support to gain new knowledge and skills through the establishment of professional developmental goals and with ways to measure progress toward the established goals.

Policy

Supervisors are required to complete annual performance appraisals for all of their direct reports. The performance appraisal is based on how well the employee has performed assignments, fulfilled daily responsibilities, accomplished established goals, and demonstrated the performance of core competencies. The supervisor designates one of the following seven defined levels of performance to each section of the appraisal culminating in an overall rating. There should be a correlation between the ratings applied to each

of the criteria on the review and the overall rating. In addition, new goals are established for the upcoming fiscal year. Below is a list of the seven defined levels:

- Elite Performer - Consistently reaches the highest possible performance standard (All aspects of work performance are continuously accomplished at the highest possible level)
- Significantly exceeds performance standard – Continuously exceeds expectations in most areas of responsibility
- Exceeds performance standard – Sometimes exceeds performance expectation, but not in all assignments
- Meets performance standard – Fully qualified and fully competent – Meets expectations of work responsibilities
- Slightly below performance standard – In some areas, and at times, performs below expectations
- Significantly below overall performance standard; job status may be affected – Continuously performs below expectations in key, or in the majority of, areas of responsibility
- Minimum overall performance standard not reached; job status will be affected – Fails to meet responsibilities of the position

Note: Employees hired after April 1st of the current fiscal year do not receive a regular annual performance review until the following year. For employees hired after January 1st, the employee's 3-month review may be used in lieu of an annual review, however, goals should be set for the upcoming year.

Eligibility for Merit Increases

Assignment of one of the first 5 rating categories may result in a merit increase based on a matrix, a combination of the applied performance rating and an employee's place in his/her grade range. An employee who receives one of the last two ratings will not be eligible to receive a salary increase, and their performance will be reviewed in an established set period of time to determine if improvement is being made in the areas of concern. The amount of the merit increase is determined annually, based on budgeting considerations and approval by the Cabinet. The increase is added to the employee's current base salary effective July 1 of each fiscal year. Individuals joining the College between January 1st and March 31st of each fiscal year are eligible for one-half of the full merit award based on their performance review. Individuals joining the College after April 1st are not eligible for a merit award that year.

Instructions for completion of performance reviews through the online system are available on the HR web portal at: <https://friarsprovidence.sharepoint.com/HR/Pages/Performance-Management.aspx>. Managerial/supervisory employees must complete a self-evaluation prior to the supervisor's completion of the performance review. While not required, all employees are encouraged to complete a self-evaluation to allow effective dialogue on work performance and plans for development and growth. Instructions for completion of the self-evaluation also can be found on the human resource web portal.

Procedures for Completing Performance Appraisal

1. The supervisor prepares the performance review on line and forwards the appraisal to the next level of supervisor for review and electronic approval.

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2. Upon next level supervisory approval, the direct supervisor then sets up a meeting with the employee to discuss the review. It is recommended that the direct supervisor provide the employee with an advance copy of the review so that the employee is prepared and substantive discussions can be held.
 3. Once the meeting has been held, the supervisor will forward the online evaluation to the employee to add their own comments, should they choose to do so, and then electronically sign the review.
 4. The review then is forwarded online to Human Resources. Signing of the review by the employee does not indicate they are in agreement with the review.

Responsibility

The associate vice president for human resources or his/her designee is responsible for the overall administration of this policy.