

ROCKY MOUNTAIN COLLEGE
ADMINISTRATIVE POLICY

SECTION: Human Resources NUMBER: A-001-02-0007
AREA: Employment DATE: 6/1/2018
SUBJECT: Employee Performance Evaluation REVIEWED: 12/13/2022

I. PURPOSE

Non-faculty Employees

Regular performance evaluations help motivate employees, ensure fair human resources administration and decisions, promote communication and provide an underpinning for human resource actions that will require documentation.

Faculty

Faculty evaluation policy is covered in F-001-01-0005.

II. POLICY

- A. The Employee Performance Evaluation is the formal, systematic assessment and communication tool facilitating a better understanding of expectations between the supervisor and the subordinate.
- B. During each evaluation, goals should be determined and agreed upon for future evaluations.
- C. Systematic, formal appraisals of non-faculty employees at Rocky Mountain College are to be given at the end of a six month probationary period and annually thereafter.
- D. The employee should be given an opportunity to personally evaluate himself/herself in the evaluation categories. The supervisor prepares a written evaluation prior to the formal review. These two evaluations become the basis for the formal evaluation providing the foundation for open communication between the employee and the supervisor in preparing the final evaluation to go in the employee file.
- E. Before the formal performance evaluation, the final version is to be signed by both the supervisor and his/her supervisor then after the evaluation by the employee and filed in the employees personnel file in the Human Resource Department.
- F. Employees are to receive a signed copy of their performance evaluations and they will have an opportunity to comment in writing on the performance evaluation without the threat of retaliation by the supervisor or other management staff.

G. Supervisors are encouraged to review and coach their subordinates. Employees desire performance feedback and it should be provided whenever possible, both positive and negative.

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resource Department

Review: As deemed as appropriate

IV. APPROVAL

Approved: _____ Date: _____
President

Approved: _____ Date: _____
Chair / Board of Trustees