

Policy

Policy # 3.02.22

Effective Date: 6/21/95

Revised: 2/24/16

<p><i>(Impact Area - Dept Name)</i></p> <p>Employees</p>	<p><i>(General Subject Area)</i></p> <p>Conditions of Employment</p>	<p><i>(Specific Subject Area)</i></p> <p>Annual Staff Performance Appraisal</p>
	<p>Author: Human Resources</p>	<p>Supersedes Policy #</p>
<p>Relates to Procedure # 3.02.22</p>	<p>Impact:</p>	
<p>Legal Citation (if any):</p>		
<p>North Idaho College</p>		

Policy Narrative

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All benefit eligible, professional and classified employees (non-faculty) will be formally evaluated on their job performance against their job description and institution-wide performance standards at least once a year as part of the annual performance appraisal process. Informal performance evaluations should occur regularly outside of the formal process and should be taken into consideration when completing the formal annual performance appraisal. Procedures used for evaluating the performance of these employees will be developed by the human resources director and approved by the college administration. Performance appraisals will be conducted using the performance management system.

Faculty employees will be evaluated as prescribed in the faculty evaluation and tenure policies.

Definitions

- A. Performance Evaluation: Process by which an employee and manager communicate regarding the employee's performance related to job responsibilities. Both positive and constructive feedback should be a part of any evaluation. Evaluations can be formal (written) or informal (verbal) and should occur regularly to ensure employees and managers are aligned regarding performance expectations. Performance evaluations are one part of the annual performance appraisal process.

- B. Performance Appraisal: Formal process by which an employee and manager communicate about the employee's performance over time (i.e. annually), as well as revisiting past goals, setting future goals, and creating professional development plans. The annual appraisal should take into consideration the regular evaluations that have been conducted over the year, and use that information to document a formal appraisal of overall annual performance.