NEW RIVER COMMUNITY & TECHNICAL COLLEGE

BOARD OF GOVERNORS

POLICY NO. 38

TITLE: PERFORMANCE EVALUATION: CLASSIFIED AND NON-CLASSIFIED EMPLOYEES

SECTION 1. GENERAL

1.1 Scope – Rule regarding periodic evaluation of the work performance of classified and non-classified employees.

1.2 Authority – N/A

1.3 Filing Date: September 15, 2006

1.4 Effective Date: September 15, 2006

SECTION 2. POLICY

2.1 New River Community and Technical College will regularly evaluate the work performance of classified and non-classified employees. The purpose(s) of the performance evaluation include: (1) to recognize good work performance; 2) to identify areas requiring improvement; (3) to establish a plan to improve performance; (4) to establish goals for the coming year; and, (5) to review progress on established goals since the last performance evaluation.

2.2 Performance shall be evaluated during the first three months and six months of employment of any new classified, probationary employee.

SECTION 3. PROCEDURES

3.1 The Director of Human Resources is responsible to: (1) develop and implement the procedures; (2) develop the forms used in the process.
3.2 The procedure shall: (a) establish schedules for completion of the evaluations; (b) state general expectations regarding the performance evaluation meetings; (c) provide for review of and location for completed forms in the Human Resource Office; (d) establish training for supervisors and managers in performance evaluation and the use of appropriate forms; and (e) advise supervisors developing plans of improvements.