

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

BOARD OF GOVERNORS

POLICY NO. 38

**TITLE: PERFORMANCE EVALUATION: CLASSIFIED AND
NONCLASSIFIED 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.