

PERFORMANCE ASSESSMENT

Periodic assessment of classified /confidential employees shall be conducted in accordance with the guidelines identified and in conjunction with Classified Bargaining Agreement (CBA) when applicable.

Employee assessment serve as an opportunity to:

1. Define individual goals and performance expectations and ensure their consistency with the College mission, values, strategic direction and commitment to student success.
1. Improve individual and team performance, internal communications and college operations.
2. Encourage performance consistent with OCCC's values and recognize outstanding performance.
3. Identify needed areas of professional development and personal growth as well as training and development needs.

As provided in the Classified Bargaining Agreement (CBA)

ARTICLE V – PROBATIONARY PERIOD

Upon hire, every employee covered by this agreement shall serve a probationary period of 90 days. The College may extend the probationary period up to an additional ninety-days for any reason it determines warrants such an extension

ARTICLE XII – EVALUATIONS:

The College may, at its discretion, conduct performance evaluations. A unit member may request an evaluation if the unit member has not been evaluated in the previous fourteen (14) months. The Supervisor shall perform the evaluation within one calendar month of the request or a written response as to why the evaluation is not necessary.

Supervisors shall provide the employee a minimum of two (2) days' notice prior to meeting to formally discuss a performance evaluation. The supervisor shall discuss the evaluation and provide the employee with a copy. The employee will sign the performance evaluation which acknowledges that he or she has read and understands the contents. The employee's signature does not constitute agreement with the evaluation but confirms that the employee has read and understands its content. A grievance concerning a performance evaluation shall be limited to an allegation that the evaluation was done in bad faith.

There are two (2) types of assessment for classified/confidential employees. These include:

- 90 day probationary Assessment
- annual assessment, 3-year assessment

CLASSIFIED/CONFIDENTIAL

90 Day Probationary Assessment

Assessment Cycle

No later than the third month of the probationary period, the supervisor must meet with the employee to give feedback on the employee's performance with particular emphasis on any areas of deficiency that might prevent satisfactory completion of the probationary period.

90 Day Probationary Assessment (cont.)

Assessment Process

HR will notify the supervisor when the assessment is due.

Both employee and supervisor sign the assessment. A copy should be given to the employee; the original goes to Human Resources to be placed in the employee's personnel file.

A one- page assessment is completed by the supervisor. The employee does not do a self-assessment.

Annual Assessment, 3-Year Assessment

Assessment Cycle

Employees who are not on probation shall receive assessments annually based on the fiscal year (July 1 – June 30), and shall be completed no later than September 15th, following the conclusion of the fiscal year for the second and third year of employment and every three years thereafter.

Assessment Process

The supervisor and employee are to meet to discuss the assessment and the self-assessment. As a part of the assessment process, the employee and supervisor will conduct a review of the job description, job responsibilities and workload. If workload issues are mutually identified, the supervisor is to develop a plan to address such issues.

The employee and supervisor are to meet to review and discuss the written assessment report. Both shall sign the written document. A copy should be given to the employee; the original goes to Human Resources to be placed in the employee's personnel file.

An employee may file a response to an assessment. The response will be filed in the employee's personnel file along with the assessment.

Supervisors are reminded for all classified/confidential staff reporting to them and who are not on probation.

The assessment will include the supervisor's review and the employee's self-assessment.

Goals for the coming year are to be developed jointly by the supervisor and the employee.

Off Cycle: In those years when a full assessment does not occur, the employee and supervisor shall meet and discuss the goals and achievements of the employee during the prior fiscal year and also develop a written statement of goals for the coming year. A copy of the written statement of goals, signed by both the employee and the supervisor, should be kept in the employee's file in the employing department and provided as part of the formal assessment.

** OCCC recognizes that Performance Assessments have not been done consistently and is committed to ensuring that every employee has an opportunity to have three consecutive Performance Assessments before moving to the Off Cycle process.