

1. Purpose

To provide policy and procedures for the Tooele Applied Technology College evaluation process to include the following:

- 1.1. Provide an evaluation procedure, which is reasonably fair, consistent, and valid.
- 1.2. Provide for remediation of employees whose performance is inadequate.
- 1.3. Promote the professional growth of employees.
- 1.4. Encourage employee behaviors which contribute to customer satisfaction and student progress.
- 1.5. Encourage employees to strive to improve the quality of education and services.
- 1.6. Recognize employees who demonstrate the achievement of excellence.
- 1.7. Provide the evaluation and guidance for beginning employees, designed to assist employees during early years of employment to acquire and demonstrate the skills required of capable, successful employees.
- 1.8. Assess ongoing individual performance.

2. Policy

The evaluation process shall be conducted in a manner which promotes the concepts of continuous improvement and frequent interaction between employees and their supervisors.

3. Procedures

- 3.1. Frequency of Evaluations.
 - 3.1.1. Formal evaluations will be conducted annually for all salaried employees.
 - 3.1.2. Formal evaluations will be conducted for probationary employees twice each year.

4. Conducting Employee Evaluations

- 4.1. The supervisor notifies the employee of the upcoming evaluation with reasonable advance notice and provides the employee with a copy of the evaluation and job description. The employee is to fill out the evaluation form as a self evaluation.
- 4.2. The supervisor, using a standard evaluation instrument approved by the Campus President and the Director of Finance and Operations, shall perform a written administrative evaluation for each employee based on the employee's job description and goals and objectives mutually agreed upon by the employee and the supervisor at the last evaluation. The supervisor shall discuss the evaluation with the employee. The supervisor, with input from the employee, develops a list of mutually agreed upon goals and objectives for the next evaluation period.
- 4.3. Data used to verify employee performance may be obtained from a variety of sources which may include: employee self evaluation, supervisor observations, student progress data, student survey results, advisory committee review results, or other verification or performance.
- 4.4. The supervisor shall rate each employee's performance in all categories listed in the evaluation, to include the performance summary, and including each item listed in each category, as one of the following:
 - 4.4.1. Unsatisfactory Performance
 - 4.4.2. Improvement Desired
 - 4.4.3. Meets Expectations
 - 4.4.4. Exceeds Expectations

- 4.5. Each employee who receives a written rating of “meets expectations” or higher in the performance summary section shall be eligible to participate in salary or wage increases that are based upon the performance factors.
- 4.6. Each employee who receives a written rating of “improvement desired” or lower in the performance summary section will not be eligible to participate in salary or wage increases that are based upon the performance factors.
- 4.7. The employee may make a written response to all or any part of the evaluation and the response will be attached to the evaluation.
- 4.8. The evaluation form is to be signed by the supervisor and the employee. The original signed form is placed in the employee’s personnel file in the Human Resource Office. A copy of the completed and signed form is to be given to the employee.

5. Review of Evaluation

- 5.1. An employee who is not satisfied with an evaluation has thirty (30) days after receiving the written evaluation to request a review of the evaluation. The employee must present the request for the review in writing to the Human Resource Director, who will inform the Campus President of the request. The written request for a review shall clearly state the specific reasons for the review and the evaluation items which are in question.
 - 5.1.1. **Informal Review.** The informal review step is a process for reviewing the evaluation at the lowest level between College Campus employees. The Human Resource Director will coordinate a meeting with the employee and the supervisor with the objective of resolving the matter. The evaluation shall be reviewed for the purpose of determining whether or not the evaluation was conducted in a fair and equitable manner in accordance with College Campus policies and procedures.
 - 5.1.2. **Formal Review.** If the employee is not satisfied with the disposition of the review at the informal review step, the review of the evaluation will move to the procedures contained in the Employee Grievances Policy.
 - 5.1.3. **Right to Representation.** The employee may have representation present during the review of the evaluation.