## Policy 112: Performance Review

Category: Personnel

Covered Individuals: CEI Employees

Approved: 2/28/2023

Formerly Approved: 02/12/2020

### **112.1 Policy**

Managers are required to provide each College of Eastern Idaho (CEI) permanent full-time and part-time CEI employee, excluding the President, a formal performance evaluation via the college’s performance management system annually. Evaluations are a mechanism to provide feedback and documentation about an employee’s performance through a defined time period, to provide clear communication of job expectations and goals, and to formally recognize staff contributions to CEI in accordance with CEI’s Mission Statement and Core Values. Evaluations may also serve as a tool to assist with mentoring on areas of improvement and professional growth.

### **112.2 Procedures**

Performance will be evaluated by the employee’s immediate manager. Each manager shall utilize the evaluation process, forms, submission requirements, and related deadlines as outlined in the college’s performance evaluation system as specified by the Human Resources Office. The performance management system represents the official system of record for all evaluations.

The evaluation process should include the following components:

* Manager reviews the employee’s job duties for evaluation, as per the job description.
* Manager will insert comments about the current evaluation period goals.
* Manager will rate employee on the provided Core Competencies.
* Manager and employee, in consultation, set goals for the next review period.
* Manager and employee discuss the completed performance evaluation form. The process must include one-on-one discussion between the supervisor and employee, both being full participants. Communication between the supervisor and employee is an integral part of the evaluation process.
* The evaluation will be approved and signed by the manager, the manager’s manager, and the vice president of human resources.
* The employee shall be given the opportunity to add written comments.
* The employee under review must sign to certify that he/she has had the opportunity to review and comment on the evaluation.
* The employee must be provided with a copy of the completed evaluation.
* The completed evaluation must be submitted to Human Resources via the performance management system by the due date provided.

**Evaluation Prior to Completion of the Probationary Period**

Prior to the end of the first three (3) months of initial or promotion employment, managers will evaluate employees to determine if the probationary period has been successfully completed. When a probationary employee has rendered satisfactory service for the required probationary period, the supervisor shall notify in writing the vice president of human resources and the employee of the acceptance of the employee for permanent status. If the completed initial evaluation is not made available in writing prior to the end of the probationary period, the probationary employee will be designated as successfully completing the probationary period.

**Performance Improvement Plans and Special Evaluations**

Performance improvement plans and/or special evaluations may also be conducted outside of the college’s annual timeframe at any point in order to recognize special contributions to the college, to identify professional development opportunities, to provide official feedback to an employee, or to clearly define conduct-related issues, performance goals, objectives, and timelines.

**“Needs Improvement” or “Does Not Meet Expectations” Overall Evaluation Rating and Appeals**

An overall evaluation rating of “Needs Improvement” or “Does Not Meet Expectations” will disqualify an employee from receiving any budgeted merit increase. Merit increases should reflect the overall performance and conduct of the employee and are not subject to employee appeal. In addition, any evaluation rating that falls below “Meets Expectations” may result in an accelerated review period or a recommendation for involuntary demotion or dismissal. Please see Policy 106: Grievances or Policy 107: Disciplinary Actions for further information.

**Incomplete Evaluations**

If a complete and approved evaluation is not received in the Human Resources office, the employee will not be eligible to receive a pay increase.

**Performance Review: CEI President**

The Board of Trustees is solely responsible for reviewing the president’s performance. The performance of the college president will be formally reviewed on an annual basis and must be completed by April 30th of each year. The review process is facilitated by the Board of Trustees and is not completed in the college’s performance review system.