

POLICY: 6Hx28:3E-01



Responsible Official:

Vice President, Organizational
Development and Human Resources

Policy Contacts: Director, HR Policy
and Compliance Programs

Specific Authority: 1001.64, F.S.

Law Implemented: 1001.64, F.S.

Effective Date: 11-02-2016

Date of Last Policy Review:
11-02-2016

Full-Time Employee Performance Evaluations

Policy

Statement:

- I. All full-time College employees shall have their performance reviewed on an annual basis, or more frequently as deemed necessary and appropriate, in a process approved by the College President or designee.

Policy

History:

Adopted 10-22-80; Amended 1-19-83; Amended 11-18-92; Amended 6-15-12; Amended 11-2-16;
Formerly 6Hx28:9-08; Formerly 6Hx28:09-09

Related**Documents/Policies:**

Policy 6Hx28:3E-02, Award of Tenure and Evaluation of Tenured and Tenure Track Faculty

Procedures:

- I. All full-time employees will be reviewed using the approved performance review processes applicable to their respective employee classification. Performance evaluations will be for purposes including, without limitation:
 - A. To discuss and document with employees' accomplishments made throughout the year;
 - B. To discuss and document with employees any development opportunities and the quality of their performance; and
 - C. To discuss and document ways for employees to improve job performance, if necessary.
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Related**Documents/Policies:**

Policy 6Hx28:3E-02, Award of Tenure and Evaluation of Tenured and Tenure Track Faculty

Procedure**History:**

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Date of Last Procedure Review: 11-02-16
