

**POLICY: 6Hx28:3E-01**



**Responsible Executive:**

Vice President, Organizational  
Development and Human Resources

**Policy Contacts:** Assistant Vice  
President, Human Resources

**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

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## **Full-Time Employee Performance Evaluations**

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**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.

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**Policy  
History:**

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

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**Related Documents/Policies:**

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

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**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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**Procedure 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

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**Date of Last Procedure Review:** 11-02-2016