

# CP 2-4: Evaluation of Classified Staff

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COLLEGE PROCEDURES 2-4

APPROVED: September 12, 2019

EFFECTIVE: September 12, 2019

REVIEWED: September 4, 2019

REFERENCES: BP 2-4; DCCU Labor Agreement

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Employees should receive frequent feedback—positive and constructive—throughout the year from their supervisors. However, an employee is entitled to Dawson Community College Unified representation during any appearance before a supervisor or administrator concerning any disciplinary action (see DCCU Labor Agreement). The intent of this formal evaluation cycle is to document performance and set performance goals for the coming year. The performance evaluation cycle for classified staff will begin in October and end in September each year.

## Stage One: Self-Evaluation

Human Resources will send each employee an email message with an attached evaluation instrument. Classified employees will complete the survey instrument within 10 business days and submit to their direct supervisor. The instrument will enable the employee to conduct a self-evaluation using the same evaluation tool.

## Stage Two: Supervisor Evaluation

Human Resources will send each supervisor an evaluation form for each employee at the same time the classified staff employees receive their evaluation tool. Once returned to the supervisor, each supervisor will review the employee's self-evaluation and meet in person with each employee to (a) discuss the employee's self-evaluation and (b) share the supervisor's written evaluation and feedback on the employee's performance.

The supervisor will also document his or her assessment of the employee's work-related accomplishments and challenges during the past year. The form will provide fields for the supervisor to share evidence or data supporting his or her evaluation of the employee. Furthermore, supervisors should attach to the evaluation form any written performance feedback—positive or constructive—given to the employee throughout the year.

## Stage Three: Performance Goal Setting

During the evaluation meeting, the supervisor and employee should set one or two specific, measurable, aligned, realistic, and timely performance goals for the upcoming evaluation cycle. The evaluation form will include fields for documenting the employee's performance goal(s).

Once stage three is completed and the supervisor and employee have signed the evaluation form, the employee should receive one copy and the supervisor should submit the evaluation form and attachments to Human Resources.

## Notes

An employee's signature on the evaluation form confirms that the employee has received the feedback; the signature does not imply agreement with the evaluation. Only the Human Resources office should maintain personnel records on behalf of the College. Human Resources will allow review of the personnel file by each employee and his or her supervisor upon request. The College will require that review of personnel files occurs in a controlled environment. The employee may photocopy documents from his or her personnel file.

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SCOPE            This policy applies to Dawson Community College.

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History: 12/16/13;