



Operating Protocol & Procedure

Details:

Number: 213
Title: APT Evaluation Procedure
Category: Employees
Office of Primary Responsibility: Human Resources
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Revised: N/A

Purpose:

To define the performance evaluation procedures for Administrative/Professional/Technical (APT) employees.

Applicability:

Administrative/Professional/Technical employees and their supervisors

Definitions:

APT – Administrative/Professional/Technical Employee

References:

SBCCOE Board Policy 3-31 ([Evaluation of Job Performance](#))
SBCCOE System President Procedure 3-31a ([Evaluation of Administrators and Professional Technical Staff Job Performance](#))

Attachments:

None

Operating Protocol:

The performance planning and evaluation procedure and associated form for PCC Administrative/Professional/Technical employees is a performance management tool for the employee and supervisor. It is designed to promote better understanding between supervisors and employees about job responsibilities and performance expectations. It is also designed to identify excellence in job performance and directly link performance evaluation to the job duties.

Nothing herein shall prohibit the right of the appointing authority to terminate employment as deemed appropriate. The APT Performance Planning and Evaluation Tool is found on the Forms tab in the Portal.

Procedure:

Planning Phase

- By April 30 of each year, the supervisor and employee meet to discuss and/or establish the performance plan for the upcoming year. This will identify the areas to be evaluated, the performance expectations and measurements in each area, and the importance of each area in the overall final evaluation.
- The supervisor and employee should review the job description for accuracy. This plan should be directly related to the job duties and provide a clear understanding of the expectations. It will include the core competencies that everyone will be evaluated on as well as job knowledge/duties and goals.
- For new employees or current employees hired in different positions, the Performance Plan must be completed within 30 days of date of hire.
- Supervisors may provide planning comments that they believe are necessary to properly document evaluation criteria or planning discussions.
- The employee and the supervisor will each sign the planning form and submit it to Human Resources. A copy should be kept by the employee and/or supervisor for reference throughout the performance year.

Progress Review (Optional)

- The supervisor should provide ongoing feedback and coaching to the employee throughout the performance cycle. However, when deemed necessary by the supervisor, a formal progress review may be conducted.
- In that case, the supervisor and employee will meet to discuss any performance concerns and to decide if the performance plan needs revision. This will provide the opportunity for the employee to improve performance if necessary.
- If a formal progress review is conducted, the supervisor and employee shall sign the form as indicated.

Year-End Evaluation

- Before April 30 of each year or as often as deemed necessary, the supervisor and employee meet to discuss final performance ratings.
- The supervisor and next level supervisor shall sign the performance evaluation form **prior** to reviewing it with the employee.
- Supervisors are encouraged to request self-evaluations from their employees as part of this review process.
- The supervisor shall record the justification of the overall rating and any topics covered with the employee.
- The employee may add remarks regarding the evaluation in the space provided.
- If more space is needed by the supervisor or the employee, additional sheets may be attached.
- An overall rating of Needs Improvement may result in disciplinary action up to and including termination.
- Administrative/Professional/Technical staff have no right to progressive discipline and may be terminated by the appointing authority as deemed appropriate.

Special Circumstances

- Employees who are transferring to a new position within the college shall receive a final evaluation for the position they are vacating.

- Employees hired prior to the end of the evaluation cycle must receive a performance rating. If a supervisor has 90 days or less to assess performance, the employee may be rated as commendable. The supervisor shall complete a performance review indicating the limited opportunity to assess performance and a default rating of commendable was given. However, supervisors who have documented performance deficiencies may rate the employee as Needs Improvement. Supervisors should consult with HR if contemplating a Needs Improvement Rating in this situation.
- If a supervisor leaves during the performance year, they will provide a formal, documented progress review on their employees before leaving. New supervisors will review the performance plan and determine, in conjunction with the employee, if adjustments are necessary to the Plan for the remainder of the performance cycle.

Employees resigning from the college shall receive a closeout evaluation by their supervisor prior to the employee leaving. If an employee does not give adequate (minimum two weeks) notice or is terminated, the supervisor shall submit a memo for the personnel file indicating that there was not an opportunity to complete a final evaluation.