

**WALLA WALLA COMMUNITY COLLEGE
PERFORMANCE EVALUATIONS
ADMINISTRATIVE PROCEDURE 5620**

I. GENERAL EXPECTATIONS FOR ALL EMPLOYEES

- A. Supervisors and employees should discuss how the employee's position aligns with the college's mission and goals and the employer's job requirements.
- B. Performance problems should be brought to the attention of the employee at the time of the occurrence to give the employee an opportunity to address the issue.

II. REPRESENTED CLASSIFIED

- A. Employee work performance will be evaluated during probationary, trial service and transition periods and at least annually thereafter, at a time that allows for adequate application of the process.
 - 1. Written notification from the supervisor will normally be given to a probationary or trial service employee whose work performance is determined to be unsatisfactory.
 - a. If the probationary or trial service deficiency is substantial, the College may separate the probationary employee or revert the trial service employee at any time.
- B. Supervisors will meet with employees at the start of their review period to discuss performance expectations.
- C. The supervisor will use the Performance and Development Plan (PDP) developed by OFM/SHR which includes two components, the PDP Expectations (Form 2) and PDP Evaluation (Form 3) utilizing the PDP Guide and PDP Instructions (Form 1).
- D. Supervisors will provide employees with a copy of their performance expectations as well as notification of any modifications made during the review period.
- E. A copy of the performance evaluation will be provided to the employee at the time of the review by the supervisor.
 - 1. The original performance evaluation forms, including the employee's comments, will be maintained in the employee's personnel file.
- F. If a supervisor has had less than ninety (90) calendar days to observe the employee's performance, the employee may request a joint review with the previous supervisor (if still employed with the college). If the previous supervisor is no longer employed with the college, the employee may request a consultation with other managers with knowledge of the employee's performance.
- G. The performance evaluation procedure may be grieved; however, the content of the evaluation is not subject to the grievance procedure in Article 30.
- H. Performance evaluations will not be used to initiate personnel actions such as transfer, promotion, or discipline.

III. ADMINISTRATIVE/PROFESSIONAL STAFF

- A. WWCC uses an electronic evaluation process called E-PAS (Electronic Performance Appraisal System) for our administrative/professional employees. The E-PAS system was developed at Community Colleges of Spokane and has been modified to reflect WWCC performance evaluation criteria.
- B. This on-line system allows supervisors and employees to:
 - 1. Determine performance criteria on which employees are to be evaluated;

2. Determine the number (beyond a set minimum) of College members to participate in the process;
 3. Feel confident that feedback provided by peers, faculty and staff is confidential; and,
 4. Access graphical representations of ratings averages.
- C. The evaluation system assists in aligning individual performance with the goal of creating and sustaining a workplace environment where staff are successful in fulfilling our mission, vision and values.
- D. All administrative/professional employees will be evaluated annually for the first three (3) years and then every other year thereafter. Evaluations are completed in January or April.
- E. The Human Resources (HR) office will send a notification from the E-PAS system when an evaluation is due.
- F. Evaluation Initiation
1. Once notified, the supervisor will need to schedule a meeting with the employee to be evaluated.
 2. During this initial meeting, both the supervisor and employee will work together to create the evaluation.
 - a. In the creation process, the supervisor and employee will choose the values the employee will be evaluated on.
 - b. The supervisor and employee will choose peers and/or faculty/staff to participate in the evaluation process.
 - c. Once this is done, notifications will automatically go out to all peers and/or faculty/staff who were chosen to participate.
 3. The Supervisor shall inform the employee that they must complete a self-evaluation as part of the process (there is not a system-generated notification for this step).
- G. Self-Evaluation
1. After the initial meeting, the employee will do their self-evaluation in the E-PAS system.
- H. Peer-Faculty/Staff Feedback
1. If chosen as a peer and/or faculty/staff to be included in the evaluation process, notification will be automatically sent by email.
 2. Evaluators will log into the E-PAS system and fill out the evaluation form.
- I. Status
1. The supervisors will need to check the status frequently during the evaluation process.
 2. Supervisors can generate reminder notifications (e-mails) through the E-PAS system for those peers and/or faculty/staff that have not completed their assigned task. A reminder can only be sent once for each peer and/or faculty/staff.
- J. Evaluation Finalization
1. Once all evaluations (peer, faculty/staff, and self) have been completed, the supervisor will schedule a final meeting with the employee.
 2. The supervisor will print a summary of all information received and go over it with the employee.
 3. The supervisor and employee will then complete the formal evaluation.
 4. The formal evaluation should be printed, signed and provided to the HR office.

<p>Policy Contact: <u>Vice President of Human Resources</u></p> <p>Approved by (Department/Body): <u>Dr. Chad Hickox, President</u></p> <p>Date Originally Approved: <u>August 8, 2022</u></p> <p>Last Reviewed/Revised on: _____</p>
