

Lakeland Community College

POLICY TITLE:	PERFORMANCE EVALUATION
POLICY NO:	3354:2-20-30
ORIGINALLY APPROVED DATE:	12/07/2000
REVISED DATE:	03/07/25; 03/06/03
EFFECTIVE DATE:	03/07/25
NEXT REVIEW DATE:	03/2030
RELATED PROCEDURE:	HR20-30A, HR20-30B
RESPONSIBLE OFFICE(S):	DEPARTMENT OF HUMAN RESOURCES
APPROVED BY:	BOARD OF TRUSTEES

- A. The performance evaluation process culminates in a formal, written summary of the supervisor of record's appraisal of the employee's performance of assigned tasks and responsibilities and adherence to both general, college-wide and specific, departmental standards of conduct.
1. Cycle
 - a. Probationary Status Staff Employees
 - i. As an Extension of the Selection Process
 - a. A formal, written performance evaluation will be prepared by the supervisor of record and presented to the probationary-status employee a minimum of three times, at intervals of two months within the six months (of paid employment, i.e. exclusive of period of unpaid leave or non-work) probationary period.
 - ii. As a Result of Unsatisfactory Performance
 - a. Staff employees returned to probationary status as a result of an overall performance evaluation rating of "does not meet performance expectations" will be re-evaluated after no less than two months and no more than six months of paid employment have elapsed.
 - b. Non-probationary Status Staff Employees
 - i. Non-probationary staff employees will be evaluated no less than every twelve months, during the late spring or early summer semester. Supervisors may formally evaluate an employee's performance as needed to ensure adequate communication and feedback.
 - c. Probationary Status Administrators and Supervisory/Professionals
 - i. A formal, written performance evaluation shall be prepared by the supervisor of record and presented to the probationary status administrator and supervisory/professional employee no less frequently than every four months at 120 days, 240 days, and 360 days.

- a. Interim performance goals/objectives shall be established and monitored for each interim evaluation period.
 - b. A summative evaluation shall be prepared at the end of the fiscal year.
 - d. Non-probationary Status Administrators and Supervisory/Professionals
 - i. The work performance of all administrators and supervisory/professionals shall be evaluated at the conclusion of each fiscal year (June 30).
 - 2. Performance Evaluation Ratings
 - a. Staff Employees
 - i. The supervisor of record will evaluate the staff employee's performance of both key duties and responsibilities and success skills and assign an overall rating from one of the following to describe the employees' performance:
 - a. does not meet performance expectations.
 - b. meets performance expectations.
 - c. exceeds performance expectations.
 - ii. The overall rating is a composite of the employee's rating in each of the following: (1) completion of goals/objectives; (2) demonstrated capabilities; and (3) personal and professional attributes.
 - b. Administrators and Supervisory/Professionals
 - i. The supervisor of record will evaluate the employee's performance of key duties and responsibilities, success skills, and leadership skills and assign an overall rating from one of the following to describe the employee's performance:
 - a. does not meet performance expectations.
 - b. meets performance expectations.
 - c. exceeds performance expectations.
- B. The supervisor of record will meet with the employee to discuss his/her performance for the period under review and present the formal, written evaluation document and any supporting materials.
 - 1. Employees will be requested, but not required, to sign the evaluation document to indicate agreement with the contents and/or receipt of the document.
 - 2. The signed evaluation document and supporting materials will be placed in the employee's personnel file.
- C. Appeals of an Evaluation Rating
 - 1. Staff
 - a. Staff members may appeal the validity of the overall rating or specific statements in accordance with College procedure.