

WESTERN NEBRASKA COMMUNITY COLLEGE

Western Community College Area Board of Governors' Policy

TITLE: Employee Performance Review (Evaluation)

DIVISION: Human Resources

CATEGORY: Personnel

REFERENCE: PP-411 Administrative, Professional and Support Staff
Evaluation Process Procedure
Nebraska Revised Statutes: [§85-1528](#), [§85-1534](#), §

NUMBER: BP-411

APPROVAL/DATE: Julienne K. Walworth, President, WCCA Board of Governors
Date: December 5, 2018

Purpose

It is the intent of the Board that students be provided with the highest quality of instruction and services. The Board has established this policy on evaluation of job performance.

Scope

This policy applies to full-time, regular administrative (excluding the College President), professional and support staff and faculty, both probationary and continuing contract.

Definitions

The definitions for all job classifications are found in BP-4xx Employee Group Classifications Policy.

Job Duties and Responsibilities

All WNCC employees shall be notified of the duties and responsibilities of the position they hold via a job description. A copy of the employee's current position description shall accompany the evaluation form and shall be reviewed by the employee and supervisor annually. Any requested updates or changes to the position description must be forwarded by the supervisor to the Human Resources Office for consideration.

Evaluation of Job Performance

Supervisors/evaluators shall use the standardized evaluation forms approved by the Human Resources Office based upon the classification of the employee being evaluated. The President will ensure that procedures for conducting evaluations have been developed. These procedures will assess each employee's proficiency in performing the duties assigned. Such procedures shall meet the following guidelines:

- Formal evaluation conferences will be held on a regular basis.
- Employees will be informed by their supervisor when they will be evaluated.

- Student evaluations of instruction will be considered in the evaluation of teaching faculty.
- A written report of the conference will be provided to the employee.
- The employee shall have opportunity to respond to the formal evaluation report for the record.

Revising this Policy

This Board Policy supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

Adoption Date Board of Governors' Minutes Item Number:

Revision Date Board of Governors' Minutes Item Number: December 5, 2018 Item # J(1)(a)

Prior Policy Number: 420.0200.86 Probationary Staff
420.0300.86 Support Staff Evaluation
450.0700.86 Administrator/Professional Evaluation

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department: Human Resources

Repeal Date Board of Governors' Minutes Item Number: December 5, 2018 Item # J(3)(1,2,4)

420.0200.86 Probationary Staff
420.0300.86 Support Staff Evaluation
450.0700.86 Administrator/Professional Evaluation

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: