

North Hennepin Community College

Policy/Procedure Information

Number: 4.9

Name: Employee Evaluation Policy

Author: Policy Committee

Custodian: Policy Committee

Effective Date: August 26, 2013

Next Review Date: AY2017-2018

Regulatory Authority:

- Minnesota State Board Policy 4.9 – Employee Evaluation
 - <http://www.minnstate.edu/board/policy/409.html>
 - MN Statute 43A.20 – Performance Appraisal and Pay
 - <https://www.revisor.mn.gov/statutes/?id=43a.20>
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Part 1. Policy Background

In accordance with Minnesota State Board Policy 4.9 and MN Statute 43 A.20, the purpose of evaluation is to demonstrate the quality and effectiveness of the employee's work on an annual basis and to determine successful completion of probationary status. Additionally, the College employs evaluation as one component of employee professional development. Evaluation is designed to support individuals in becoming outstanding employees who provide the best possible service, learning opportunities, and guidance for our students and other employees.

Part 2. Definitions

Subpart A. Full Time Employee

An employee that is scheduled to work 40 hours per week, 52 weeks per year.

Subpart B. Part-Time Employee

An employee that is scheduled to work less than 40 per week, 52 weeks per year.

Subpart C. Full Time, Seasonal Employee

An employee that is scheduled to work 40 hours per week, during the academic calendar with time off, including semester breaks and summer, when faculty and students are not scheduled to be on campus.

Subpart D. Part Time, Seasonal Employee

An employee that is scheduled to work less than 40 hours per week, during the academic calendar with time off, including semester breaks and summer, when faculty and students are not scheduled to be on campus.

Part 3. Evaluation Process

Implementation of the employee evaluation process will be conducted in accordance with the Procedures on Faculty, Staff, and Administrator Evaluation.

Review Action	Date(s)
Campus Community Review Period	March 19 – April 2, 2013
Shared Governance Council Review	April 26, 2013
Labor/Management Meetings Review	MAPE – April 23, 2013 AFSCME – May 3, 2013 MMA – May 3, 2013
Student Senate Review	April 22, 2013
President Approval	May 6, 2013
Campus Community Dissemination	May 13, 2013

History

- Adoption under Ann Wynia on 12-19-07 as VI.07.06, Replaces VI.07.01 through VI.07.04
- Revised, Spring 2013