

# North Hennepin Community College

## Policy/Procedure Information

**Number:** 4.9.2

**Name:** Staff Evaluation Procedure

**Author:** Policy Committee

**Custodian:** Policy Committee

**Effective Date:** January 11, 2016

**Next Review Date:** AY2020-2021

### Regulatory Authority:

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

## Part 1. Procedure Background

In accordance with NHCC Campus Regulation 4.9 Employee Evaluation Policy, the following procedures will be utilized to implement the staff evaluation process.

## Part 2. Definitions

### Subpart A. Permanent or Unlimited Full Time

1. An employee who is assigned to work 40 hours per week or 80 hours every pay period year around.
2. An employee who is assigned to 40 hours per week or 80 hours per pay period during each semester of the academic school year and part-time hours during the summer break in accordance with the AFSCME agreement.

### Subpart B. Permanent or Unlimited Part Time

An employee who is assigned to work less than 40 hours each week or less than 80 hours per pay period year around.

### Subpart C. Temporary Part-Time

An employee who is assigned to work less than 40 hours per week or less than 80 hours per pay period for a limited timeframe.

#### **Subpart D. Temporary Full-Time**

An employee who is assigned to work 40 hours per week or 80 hours per pay period for a limited timeframe.

#### **Subpart E. Seasonal Full Time**

An employee who is assigned to 40 hours per week or 80 hours per pay period during each semester of the academic school year, excluding summer semester. Additional days may be assigned before and immediately following the academic semesters.

#### **Subpart F. Seasonal Part Time**

An employee who is assigned to less than 40 hours per pay period or less than 80 hours per pay period during each semester of the academic school year, excluding summer semester. Additional days may be assigned before and immediately following the academic semesters.

### **Part 3. Evaluation Components**

#### **Subpart A. Primary Responsibilities**

All employees shall be evaluated on the current duties of their position. It is recognized this shall usually be from their position description.

#### **Subpart B. Performance Objectives**

The employee and the supervisor will meet at least once a year to set improvement objectives for the following year. The supervisor and the employee shall converse periodically throughout the year on the progress towards completion of the goals set. During these conversations, the supervisor and employee shall discuss the strengths of the employee as well as areas for growth and/or improvement.

#### **Subpart C. Professional Development Objectives**

The employee and the supervisor will meet at least once a year to set professional development objectives for the following year. The supervisor and the employee shall converse periodically throughout the year on the progress towards completion of the goals set.

#### **Subpart D. Probationary Mid-Point Evaluation**

The employee and the supervisor will meet near the initial mid-point of the probationary period to determine progress towards the position objectives. Any concerns must be addressed by the employee in order to successfully complete the probationary period.

### **Part 4. Evaluation Planning**

#### **Subpart A. Schedule of Evaluation**

1. All employees, regardless of their hiring status, will be evaluated by their supervisor by the end of their first six months of employment at North Hennepin Community College, and annually thereafter.

2. Probationary employees will be evaluated by their supervisor midterm of their first year and at the end of their first year of employment. Supervisors shall complete the evaluation of the employee by the due date set by Human Resources (HR). Probationary employees must successfully complete the requisite probationary status in accordance with the collective bargaining agreement before becoming a permanent employee.
3. All employees will be evaluated by their supervisor annually by their anniversary date, unless the supervisor determines that more frequent evaluation is necessary.

**Subpart B. Meeting between the Supervisor and the Employee**

At the beginning of the evaluation cycle, the supervisor will communicate with the employee for the purpose of explaining the process, describing the employee’s responsibilities in the process, and providing a timeframe for completion.

**Part 4. Records Retention**

Completed and signed copies of the *NHCC Staff Performance Appraisal and Professional Development Plan* will be placed in the employee's personnel file and copies will be provided to the supervisor and employee for their records. Additional documentation that supports the performance appraisal or professional development plan will be kept in the supervisory file and available for the employee to review upon request.

<b>Review Action</b>	<b>Date(s)</b>
<b>Campus Community Review Period</b>	<b>Oct. 26 – Nov. 6, 2015</b>
<b>Shared Governance Council Review</b>	<b>December 11, 2015</b>
<b>Labor/Management Meetings Review</b>	<b>November 16-25, 2015</b>
<b>Student Senate Review</b>	<b>November 19, 2015</b>
<b>President Approval</b>	<b>December 21, 2015</b>
<b>Campus Community Dissemination</b>	<b>January 11, 2016</b>

**History**

- 12-21-15 – New NHCC Procedure