

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 2352

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PROCEDURE TITLE: Performance Review of Full-Time Non-Instructional Employees

STATUTORY REFERENCE: FLORIDA STATUTE 1001.64

BASED ON POLICY: II-70 Full-Time Administrative/Contractual and Staff/Non-Contractual Personnel: Performance Review Full-Time Professional Exempt Contractual, Professional Exempt Non- Contractual and Support Non-Exempt Personnel: Performance Review

EFFECTIVE DATE: April 15, 1977

LAST REVISION DATE: February 3, 2005; July 9, 2013; March 11, 2014; June 9, 2016; May 13, 2024; October 4, 2024

LAST REVIEW DATE: February 3, 2005; July 9, 2013; March 11, 2014; June 9, 2016; August 22, 2018; May 13, 2024; October 4, 2024

I. PURPOSE

To provide for performance review of all full-time non-instructional employees on an annual basis. To assist in accurate appraisal of employees; enhancement of job performance; and improve professional development.

II. PROCEDURE

A. PROFESSIONAL EXEMPT CONTRACTUAL (PEC) PERSONNEL PERFORMANCE REVIEW

All full-time PEC personnel shall be evaluated annually by their immediate supervisor.

1. The performance review process requires a written evaluation by the immediate supervisor covering professional performance, professional growth and other contributions to the College. The employee is required to submit a self-assessment following the same criteria of the supervisor's evaluation. Emphasis in the review shall be on the objective evaluation of job performance over the total performance review period without regard to personalities. The employee is rated as unsatisfactory, satisfactory with reservation, satisfactory, satisfactory with commendation, or excellent. The criteria for evaluation and categorical rating scale are outlined in the Performance Review Guidelines for Professional Exempt Contractual Personnel at <https://www.mdc.edu/hr/guidelines/performance/scale.asp>.

2. The performance review process should operate as indicated in the Human Resources Activity Calendar at <https://www.mdc.edu/hr/Calendars/>.
- B. PROFESSIONAL EXEMPT NON-CONTRACTUAL (PNC) AND SUPPORT NONEXEMPT (SNE) DEVELOPMENT/PERFORMANCE REVIEW

All PNC and SNE employee shall be evaluated at least 10 workdays prior to the completion of the initial 90 calendar day probationary employment period. Probationary evaluations shall contain a specific recommendation for either continued employment, extension of the probationary period, or termination as indicated in Procedure 2124: Probationary Period for Professional Exempt Non-Contractual and Support Non-Exempt Personnel.

All PNC and full-time SNE employees shall be evaluated annually by their immediate supervisor. The employee is required to submit a self-assessment following the same criteria used by the supervisor in completing the evaluation.

1. Employee Development/Performance Review forms are available on the Human Resources Web Site at www.mdc.edu/hr along with instructions for completion. The Performance Review form shall be returned through the appropriate administrative channels to the Division of Human Resources at PerformanceEvaluation@mdc.edu in single evaluation pdf, per employee no later than the date stated on the published annual Human Resources Activity Calendar and HR website at <https://www.mdc.edu/hr/Calendars/>.
2. Each category on the Employee Development/Performance Review form shall be completed utilizing the rating which best describes the employee's overall performance, as described below:
 - a. The following performance factors should be considered in the evaluation of an employee's duties and responsibilities:
 - i. Quality of Work
 - ii. Quantity of Work
 - ii. Job Knowledge
 - iv. Supervision
 - v. Supervisory Responsibility Over Other Employees (if applicable)
 - vi. Attitude
 - vii. Attendance and Punctuality

The criteria for evaluation and categorical rating scale are outlined in the Performance Review Guidelines for Professional Exempt Contractual Personnel at <https://www.mdc.edu/hr/guidelines/>.

The Performance Review shall be discussed with the employee and the employee shall be asked to sign the form as acknowledgement of having discussed and received a copy of the development/performance review. An employee may choose to withhold signature acknowledgement; this will be so noted by the appropriate administrator.

- b. The employee's signature does not imply agreement with the performance review, but is acknowledgement that the review has been discussed and a copy has been provided to the employee.

Once the employee's signature is affixed to the completed Employee Development/Performance Review form, no changes, additions or deletions shall be made without the knowledge of the employee being evaluated. If the employee refuses to sign the form, the supervisor should so note on the form, date the document and forward for processing.


As routed through administrative channels, additional comments may be added prior to meeting with the employee delivering the evaluation. The Department, however, should make every effort to obtain all additional comments prior to discussion of the Performance Review with the employee, in an effort to minimize complaints related to acts, omissions, or errors with the evaluation process.

Any additional comments must be brought to the attention of the employee and initialed by the employee. The employee should acknowledge receipt of any additional comments by initialing the form; the employee's choice to withhold acknowledgement will be so noted by the appropriate administrator.

The supervisor shall provide the employee with a final copy of the Performance Review.

The employee may, within five (5) workdays, note objections and provide a written rebuttal to the evaluation on the form or in a separate memorandum. The rebuttal will be attached to the respective evaluation and become a permanent part of the employee's Human Resources Employee File.

The Employee Development/Performance Review form, containing original signatures, and a rebuttal, where appropriate, will be forwarded through administrative channels at PerformanceEvaluation@mdc.edu to the Division of Human Resources for placement in the employee's Human Resources Employee File.

	10/04/2024
PRESIDENT	DATE