

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 2352

PAGE 1 of 3

PROCEDURE TITLE: Performance Review of Employees

STATUTORY REFERENCE: FLORIDA STATUTE 1001.64

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

EFFECTIVE DATE: April 15, 1977

LAST REVISION DATE: February 3, 2005

LAST REVIEW DATE: February 3, 2005

I. PURPOSE

To provide for performance review of all full-time employees on an annual basis. To assist in accurate appraisal of employees; improvement of job performance; improve the supervisor/employee relationship; and serve as a useful tool in the growth and development of the individual employee.

II. PROCEDURE

A. PROFESSIONAL EXEMPT CONTRACTUAL PERSONNEL PERFORMANCE REVIEW

All full-time professional exempt contractual personnel shall be evaluated annually by their immediate supervisors.

1. The performance review form requires a written evaluation by the immediate supervisor covering professional performance, professional growth and other contributions to the College. Emphasis in the performance review shall be on the objective evaluation of job performance over the total performance review period without regard to personalities and isolated incidents. The employee is rated as unsatisfactory, satisfactory with reservation, satisfactory, satisfactory with commendation, or excellent.
2. The performance review form as indicated in the Human Resources Activity Calendar at https://www.mdc.edu/hr/Calendars/Activity_Calendar.pdf


B. PROFESSIONAL EXEMPT NON-CONTRACTUAL AND SUPPORT NON-EXEMPT DEVELOPMENT/PERFORMANCE REVIEW

All full-time professional exempt non-contractual and support non-exempt employees shall be evaluated annually by their immediate supervisor. In addition, a professional exempt non-contractual and a support non-exempt employee shall be evaluated just prior to the completion of the 90 calendar day probationary employment period. Probationary evaluations shall contain a specific recommendation for either continued employment, extension of the probationary period, or termination (Procedure 2124).

1. The Employee Development/Performance Review form is available on the Human Resources Web Site at www.mdcc.edu/hr along with instructions for completion. The Performance Review form shall be returned through the appropriate administrative channels to the Office of Human Resources no later than the date stated on the published annual Human Resources Activity Calendar.
2. Each category on the Employee Development/Performance Review form shall be completed utilizing that rating which best describes this 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. Attitude
 - vi. Attendance and Punctuality
3. The Performance Review shall be discussed with the employee and the employee shall be asked to sign the form as acknowledgement of having discussed the development/performance review.
 - a. The employee's signature does not imply agreement with the performance review, but is acknowledgement that the review has been discussed.
 - b. The employee may, within five (5) working days, note objections to the evaluation on the form or in a separate memorandum which should be attached. These objections noted by the employee will become a permanent part of the employee's file.
4. 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 and forward for processing.

- 5. As routed through administrative channels, additional comments may be added. However, the additional comments must be brought to the attention of the employee and initialed by the employee. Refusal on the part of the employee to acknowledge additional comments by initialing or signature will be so noted by the appropriate administrator.
- 6. The departmental evaluator shall provide the employee with a final copy of the evaluation and the original form will be forwarded through administrative channels to the Division of Human Resources for placement in the employee’s personnel file.

| | |
|---|-------------|
|  | |
| | 2/3/05 |
| PRESIDENT | DATE |