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| Title: Employee Performance Appraisal | Number: 6Hx2-3.21 |
| Legal Authority: Fla. Statutes 1012.855 Fla. St. Bd. of Ed. Admin. Rules 6A-14.0262 (7)(f); 6A-14.060 (3) | Page: 1 of 5 |

Administrative Personnel

In accordance with *Florida Statutes* and *Florida State Board of Education Administrative Rules*, Broward Community College shall administer a uniform procedure for evaluating the performance of all administrative personnel. The performance appraisals shall be completed each fiscal year by June 30. For initial appointments of administrative employees, the appraisal period shall cover from the appointment date through June 30.

Evaluation of Professional Technical Staff (PTS)

The college shall administer an appraisal program for evaluating the performance of all professional technical staff based upon measurable, observable, or verifiable performance standards which the employee is expected to achieve or the objectives the employee is expected to accomplish. Each employee's performance shall be periodically appraised to assess performance in relation to job requirements. The purpose of such appraisal shall include, but not be limited to, the following:

- Informing the employee of his/her strong and weak points as a basis for establishing training needs and citing improvements expected
- Recognizing the employee's potential for promotion
- Determining the employee's eligibility for career advancements within the salary schedule
- Improving the performance of the workforce
- Assisting in determining the order of reduction in force.

Employees shall not be expected to meet performance standards which have not been defined and explained as part of the requirements of their positions. The appraisal rating period shall cover a specific period of time which is reflected on the appraisal form. Only one rating can be in effect for a specified period of time. If any period of service is not covered by a performance appraisal, as indicated by the dates shown on a formal performance appraisal form, the employee's rating shall be considered to be at the *Achieves Performance Standards* level for the period not covered. Documentation to this effect must be prepared by the office of human resources, given to the employee and the employee's supervisor, and placed in the employee's personnel file.

History: Issued on May 21, 1997; revised on November 22, 2006.

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On recommendation of the rater, the vice president for human resources and equity or his/her designee may approve a rating of *Exceeds Performance Standards* to replace an *Achieves Performance Standards*, if such approval is granted within 60 calendar days of the date the appraisal was due.

Standards. The standard and expected performance of the workforce is the achievement of the performance standards defined by the jobs. The overall level of performance reflected in an appraisal shall be rated as follows:

- *Achieves Performance Standards* -- performance which fully meets the performance standards of the position
- *Exceeds Performance Standards* -- performance which is considerably above the performance standards of the position
- *Below Performance Standards* -- performance which fails to meet the minimum performance standards of the position

Whenever an employee's performance falls below performance standards, the rater (the employee's immediate supervisor or other supervisory or managerial employee who has been designated to conduct the appraisal of the employee) is responsible for providing a performance improvement plan that provides instructive and corrective suggestions for improving the employee's performance. If such improvement does not occur within the designated period of time, the rater is responsible for taking appropriate corrective or disciplinary action, up to and including recommending termination.

Types of Appraisals. There are three types of appraisals for professional technical staff -- probationary, annual, and special.

Probationary Appraisals. All full-time professional technical staff must serve a probationary period of 120 calendar days. This is a period of adjustment and adaptation on both a personal and job performance level.

- The supervisor may evaluate the employee at any time during the probationary period
- The supervisor may recommend termination of employment at any time within the probationary period if the employee's performance is not considered at or above the *Achieves Performance Standards* level

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- A probationary appraisal shall be completed for each employee with probationary status within 7 working days prior to the completion of the designated probationary period
- The supervisor may recommend extension of the probationary period up to an additional 120 days if the supervisor determines the employee needs more time to achieve performance standards
- An employee shall complete the probationary period with a performance rating of *Achieves Performance Standards* or *Exceeds Performance Standards* before attaining regular status
- Successful completion of the probationary period or continued employment beyond the probationary period is not to be construed as a contract or guaranteed employment for any specific period.

Extension of the Probationary Period for New Hires. If the employee has been rated at *Below Performance Standards* or if the supervisor determines that additional time is needed for appropriate training, the probationary period may be extended for a designated period up to 120 calendar days from the ending date of the probationary period.

- To extend the probationary period, the rater must forward the appraisal form, together with a written request specifying the length of the extension, to the vice president for human resources and equity or his/her designee before the end of the probationary period
- When the probationary period is extended, the employee shall be appraised within 30 calendar days prior to the end of the extension. The office of human resources will forward an appraisal form to the rater for this purpose
- The rater shall recommend termination of employment to the vice president for human resources and equity or his/her designee if the employee's performance is not at or above the *Achieves Performance Standards* level within the extended period.

Probationary Period for Transfers. Upon transfer or reassignment to a different PTS position, an employee without regular status in his/her current position will serve a probationary period from the date of the transfer for a period not to exceed 240 calendar days. This includes the standard 120-day probationary period and the possibility of an extension of up to 120 days.

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Upon transfer or reassignment to a different PTS position, an employee with regular status in his/her current position will serve a probationary period from the date of the transfer for a period not to exceed 120 calendar days.

Annual Appraisals. A regular status PTS employee shall receive an annual appraisal completed within 30 calendar days following the employee’s anniversary (hire) date. Such appraisals shall cover the period of time indicated on the form. If an employee receives an overall rating of *Below Performance Standards*, the provisions for **Special Appraisals** below shall apply immediately.

Special Appraisals. A special performance appraisal may be conducted at any time during the year at the discretion of the rater to document outstanding performance or to correct performance deficiencies. If it is the latter, such appraisal shall not cover more than 120 calendar days and the appraisal shall be completed 7 working days prior to the conclusion of the appraisal period.

- If an employee who has attained regular status receives an overall rating of *Below Performance Standards*, the rater, with the cooperation of higher level supervisors, shall be responsible to create a performance improvement plan by identifying for the employee the specific improvements necessary to receive a rating of *Achieves Performance Standards*.
- If at the time of receiving such an appraisal the employee is retained by the college, the employee’s performance shall be re-appraised at least 30 days thereafter until either the employee’s performance is rated overall as at least *Achieves Performance Standards* or the rater recommends termination of employment.
- If the employee does not achieve performance standards within 120 days, the rater shall recommend to the vice president for human resources and equity or his/her designee termination of employment.
- The vice president for human resources and equity or his/her designee may terminate the employee at any time if adequate improvement is not made in the employee’s performance from the date of the initial *Below Performance Standards* rating.
- The vice president for human resources and equity or his/her designee also may extend the special appraisal period beyond the 120 days.
- In the event of the employee’s absence due to disability leave, Family Medical Leave Act, worker’s compensation leave or other medically related leave, the appraisal period may be extended day for day for the period of the employee’s absence up to the length

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of the approved leave of absence.

- In unusual circumstances which result in an approved leave of absence, with or without pay, the vice president for human resources and equity or his/her designee may approve a request from the rater to advance the annual appraisal date and/or extend the probationary period for a period up to the length of the period of approved leave of absence.

Evaluation of Faculty

The requirements and obligations regarding performance appraisals for faculty members are contained in Article 7.50, *Annual Faculty Evaluation of the Collective Bargaining Agreement between the Board of Trustees of Broward Community College and the United Faculty of Florida*.

[Link to Procedure A6Hx2-3.21](#)

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