



Broward
Community
College

Procedure

Title: Employee Performance Appraisal	Number: A6Hx2-3.21
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The office of human resources will provide information regarding the college’s employee performance appraisal policy, procedures, and forms and offer technical assistance to supervisors on how to conduct effective employee performance appraisals. In addition, the office of human resources will maintain the original appraisal forms in the employee’s official personnel file.

When a particular rater is unavailable, the vice president for human resources and equity or his/her designee may appoint another employee to perform that rater’s duties. Such designation, however, cannot be in conflict with a collective bargaining agreement and shall be made in writing.

Responsibilities. The supervisor shall communicate to the employee what is expected of him/her in order to achieve performance standards and the supervisor is responsible for the timely completion of all appraisal processes and form(s).

The Appraisal Process. Whenever possible, appraisals shall be reviewed by a higher level supervisor. The rater’s completed appraisal shall not be changed by the higher level supervisor; however, reviewing supervisors shall sign that they have reviewed the appraisal and may include any written comments concerning the appraisal that they deem appropriate. Both the rater and the higher level supervisor shall sign the appraisal.

The rater shall discuss the completed appraisal form with the employee, and the employee shall be given the opportunity to sign the form, as well as make comments. If the employee is in disagreement with the appraisal and refuses to sign the form, a notation of such refusal shall be made on the form. The rater shall retain a copy of the completed appraisal form, and a copy shall be given to the employee. The original completed appraisal form shall be forwarded to the office of human resources.

An appraisal is considered to be completed after it has been discussed with the employee and the employee has signed or refused to sign the appraisal form.

[Link to Policy 6Hx2-3.21](#)

Recommending Officer’s Signature 	Date 11/22/2006	President’s Signature 	Date 11/22/2006
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