

# Policy Manual



<b>Title:</b> Employee Performance Management	<b>Number:</b> 6Hx2-3.21
<b>Legal Authority:</b> Fla. Stat §1012.855; Fla. St. Bd. of Ed. Admin. Rules 6A-14.060 (3)	<b>Page:</b> 1 of 3

## GENERAL STATEMENT

Broward College recognizes that our Employees are one of its greatest assets. Student Success is enhanced by the success of our Employees supported through the Employee Performance and Talent Management processes to:

1. Identify job-related goals in support of College strategic or operational goals.
2. Provide an opportunity for the College to assess an Employee's potential for advancement and understand the talents available in the employee population.
3. Inform the Employee of his or her progress in the attainment of goals, accomplishments, performance and developmental growth.
4. Discuss ways to improve job performance and increase productivity, if required.
5. Provide an opportunity for each employee to discuss and create feedback as it relates to job interests, proficiency or challenges with his or her supervisor.
6. Provide the College a mechanism to approach pay for performance.
7. Support succession planning.

## THE POLICY and THE STUDENT

This policy provides for retention of highly qualified and diverse faculty and staff in support of the College's commitment to student success.

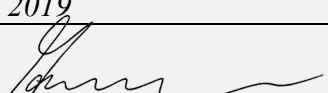
## THE POLICY and THE FACULTY and STAFF

Employees shall not be expected to meet performance standards which have not been defined and explained as part of the requirements of their positions. Employees are expected to actively participate in this joint process and provide input (for example, self-review or accomplishments) as deemed necessary. The review rating period shall cover a specific period of time, identify common goals that relate to higher goals of the department, campus, College and result in performance expectations that are used as measures for review.

### Regular and Temporary Full-Time Employee Performance Reviews.

All full-time regular and full-time temporary unrepresented College personnel shall have their performance reviewed from July 1 through June 30 of each year, on an annual basis and have a completed performance review on file with the college no later than August 15 of each rated year, or more frequently as deemed necessary and appropriate, in a process approved by the President. (*Performance Reviews of represented employees will be consistent with provisions of the applicable collective bargaining agreement.*)

PTS employees who are out on leave when the annual performance reviews are launched, shall be reviewed upon their return from leave. If an Annual Performance Review identifies an overall below performance rating the supervisor may, in consultation with Human Resources, create a Performance Improvement Plan (PIP) with periodic reviews. Performance Improvement Plan's (PIP's) will be considered on a case by case

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basis.

### **Professional Technical Staff are also subject to probationary reviews.**

All full-time regular and temporary Professional Technical Staff Employee, new hires, and employees who have been promoted or reclassified to a higher position of responsibility must serve a 120 calendar day probationary period and have their performance reviewed prior to the end of their probationary period. PTS employees who are promoted to an Administrative position are not required to perform a probationary review period, but may be subject to a special review. Extension of the probationary period may be recommended in consultation with the Executive Director of Talent and Culture.

### **Administrators are not subject to probationary reviews.**

Administrators who are hired during a performance review rating period are not required to complete a probationary review period and are considered to have met minimum performance standards as long as the Administrator is offered another Contract of Employment for Administrative Personnel of Colleges for a subsequent contract year and would not be required to complete an Annual Performance Review.

### **Professional Technical Staff and Administrators are also subject to special reviews.**

A Special Performance Review may be conducted at any time during the year at the discretion of the rater. If a Special Performance Review identifies an overall below performance rating the supervisor may, in consultation with Human Resources, create a Performance Improvement Plan (PIP) with periodic reviews.

### **Evaluation of Faculty.**

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

### **Evaluation of Federation of Public Employees.**

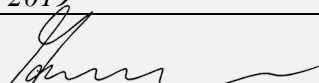
The requirements and obligations regarding performance reviews for the Federation of Public Employee members are contained in the Board of Trustees of Broward College and the Federation of Public Employees a Division of the National Federation of Public and Private Employees, AFL-CIO Collective Bargaining Agreement.

## **IMPLEMENTATION and OVERSIGHT**

The Executive Director for Talent and Culture has responsibility for the implementation and oversight of this policy. Policy violations would be investigated by the Executive Director of Talent and Culture and/or his/her designee.

## **VIOLATIONS OF POLICY**

Violations of this policy may result in discipline up to and including termination.

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## DEFINITIONS

**Core Performance Competencies** – Differentiate how the job is done and the specific behaviors which are key to the success in the role.

**Performance Reviews** - The Employee Review category used to assess Employee job performance, may include but are not limited to the following review types: Adjunct, Annual (Administrator, PTS, and Continuing Contract on Track Faculty including Librarians & Counselors), Goal Setting, Probationary Reviews, Special (Administrators and PTS only), and Triennial reviews for Continuing Contract Faculty (including Librarian & Counselor).

**Performance Improvement Plan (PIP)** – The Employee performance management tool that may be used to coach an employee in improving overall job performance. An employee who does not demonstrate adequate improvement in job performance any time during a PIP may be terminated from employment. All employment terminations must be in consultation with the Executive Director of Talent and Culture.

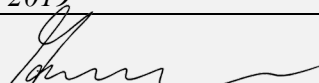
A Performance Improvement Plan (PIP) may be considered to assist in increasing knowledge, skills and abilities (KSA's), and may be considered on a case by case basis for behavioral challenges such as, but not limited to attendance, punctuality, and insubordination.

**Performance Expectation Reminder (PER)** - A performance management tool used to establish performance standard(s) or restate a rule, policy or a directive. A PER may be issued to correct behavior or increase job performance and is one of the lesser forms of corrective measures available to assist the employee in improving overall performance.

Following a PER, if a deficiency still exists, a Performance Improvement Plan (PIP) may be considered to assist in increasing knowledge, skills and abilities (KSA's), and may, on a case by case basis in consultation with the Executive Director of Talent and Culture, be used to correct behavioral challenges such as, but not limited to attendance, punctuality, and insubordination.

Employees who do not demonstrate adequate improvement in job performance may be terminated from employment. All terminations must be determined in consultation with the Executive Director of Talent and Culture.

**Proficiency Rating Scale** – The range of values given to core performance competencies, accomplishments & professional development and review period goals if applicable during the evaluation review process.

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