

GCB2. Performance Management

The District's performance management system is designed to be a formal, objective, consistent, and ongoing process to assess the on-the-job effectiveness of each employee by communicating to the employee his/her status and the objectives and standards of performance which s/he is expected to achieve. The District views performance management as an ongoing process that focuses on the future and continued improvement of performance.

1. Purpose

The performance management process exists to ensure timely and periodic two-way communication between employees and administrators or managers/supervisors regarding job performance. This process is designed to

- a. Communicate the District's goals and link them to performance expectations.
- b. Help employees manage their performance.
- c. Motivate employees through feedback.
- d. Assist employees to reach their full potential by identifying training needs and developing specific plans for continued improvement.
- e. Provide ongoing opportunities for administrators/supervisors to coach and encourage personal development.
- f. Identify, document, and resolve existing performance or behavioral deficiencies.
- g. Aid in planning by identifying high- and under-performing employees.

2. Ongoing Communication Regarding Performance

It is the policy of the District and the responsibility of each administrator or manager/supervisor to routinely provide employees with accurate, constructive feedback regarding job performance expectations, accomplishments, and opportunities for growth. Periodic formal performance evaluations cannot take the place of ongoing communication. By providing an employee with a performance evaluation, whether formal or informal, the District does not create a contract or other right to continued employment.

3. Frequency of Performance Evaluations

Formal performance evaluation sessions are to be conducted as one part of the continuing communication between employee and administrator or manager/supervisor. Each administrator or manager/supervisor shall conduct a formal performance evaluation of each employee at least once during any 12-month period. Administrators or managers/supervisors should provide employees with informal performance communication (feedback) routinely and regularly throughout each evaluation cycle.

4. Written Record

The administrator or manager/supervisor will complete a formal written evaluation utilizing the evaluation form approved by the District. All information in the written

record shall be consistent with the information communicated verbally during the performance evaluation sessions with the employee. The completed form, along with any written comments submitted by the employee, shall be placed in the employee's personnel file.

The employee and the administrator or manager/supervisor may make additional working notes of preparation information that is exchanged during the performance evaluation meeting.

5. Personnel Actions Resulting from Performance Evaluations

Personnel actions taken by the District, whether positive or adverse, are based on an assessment of the overall performance and behavior of the employee, rather than on a single performance evaluation.

Substandard performance or violation of a policy or procedure which necessitates disciplinary action is not part of the performance evaluation process. Such issues will be addressed outside of the performance evaluation session.

6. Employee Involvement

The District strongly encourages employee participation in the performance evaluation process. Opportunities for participation may include the following:

- a. Discussions with the administrator or manager/supervisor regarding performance.
- b. Administrators or managers/supervisors providing employees with a self-evaluation which the administrator or manager/supervisor may then consider prior to and discuss during the evaluation sessions.
- c. An opportunity to have the employee's written comments on the administrator's or manager's/supervisor's findings made part of any permanent record of the performance evaluation.
- d. Discussions with the administrator or manager/supervisor for the purpose of establishing performance expectations or goals for the next evaluation period.
- e. If requested by the employee, a discussion with the next level administrator or manager/supervisor to review any disagreements over a performance evaluation.

END OF POLICY

Legal Reference