

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 2352 **PAGE** 1 of 3

**PROCEDURE TITLE:** Performance Review of Full-Time Non-Instructional Employees

**STATUTORY REFERENCE:** FLORIDA STATUTE 1001.64

**BASED ON POLICY:** II-70 Full-Time Administrative/Contractual and Staff/Non-Contractual Personnel: Performance Review Full-Time Professional Exempt Contractual, Professional Exempt Non- Contractual and Support Non-Exempt Personnel: Performance Review

**EFFECTIVE DATE:** April 15, 1977

**LAST REVISION DATE:** February 3, 2005, July 9, 2013, March 11, 2014, June 9, 2016

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## I. PURPOSE

To provide for performance review of all full-time non-instructional employees on an annual basis. To assist in accurate appraisal of employees; enhancement of job performance; and improve professional development.

## II. PROCEDURE

### A. PROFESSIONAL EXEMPT CONTRACTUAL (PEC) PERSONNEL PERFORMANCE REVIEW

All full-time PEC 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 process should operate as indicated in the Human Resources Activity Calendar at <https://www.mdc.edu/hr/Calendars/>.

B. PROFESSIONAL EXEMPT NON-CONTRACTUAL (PENC) AND SUPPORT NON-EXEMPT (SNE) DEVELOPMENT/PERFORMANCE REVIEW

A PENC and a SNE employee shall be evaluated at least 10 work days prior to the completion of the initial 90 calendar day probationary employment period. Probationary evaluations shall contain a specific recommendation for either continued employment, extension of the probationary period, or termination as indicated in Procedure 2124: Probationary Period for Professional Exempt Non-Contractual and Support Non-Exempt Personnel.

All full-time professional exempt non-contractual and support non-exempt employees shall be evaluated annually by their immediate supervisor.

1. Employee Development/Performance Review forms are available on the Human Resources Web Site at [www.mdc.edu/hr](http://www.mdc.edu/hr) along with instructions for completion. The Performance Review form shall be returned through the appropriate administrative channels to the Division of Human Resources no later than the date stated on the published annual Human Resources Activity Calendar and HR website.
2. Each category on the Employee Development/Performance Review form shall be completed utilizing the rating which best describes the 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. Supervisory Responsibility Over Other Employees (if applicable)
    - vi. Attitude
    - vii. 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 and received a copy of his/her 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.

4. As routed through administrative channels, additional comments may be added. The Department, however, should make every effort to obtain all additional comments prior to discussion of the Performance Review with the employee, in an effort to minimize complaints related to acts, omissions, or errors with the evaluation process.
5. All 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. 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, date the document and forward for processing.
7. The departmental evaluator shall provide the employee with a final copy of the Performance Review.
8. The employee may, within five (5) work days, note objections and provide a rebuttal to the evaluation on the form or in a separate memorandum which should be attached. The rebuttal will become a permanent part of the employee's Human Resources Employee File.
9. The Employee Development/Performance Review form, containing original signatures, and a rebuttal, where appropriate, will be forwarded through administrative channels to the Division of Human Resources for placement in the employee's Human Resources Employee File.

	6/09/2016
PRESIDENT	DATE