



Evaluative Process

The process of evaluating an employee begins at hire. The evaluative process relies on well-defined and documented employee job descriptions having been conveyed to the new employee and the employee understanding that expected performance is a dynamic and never-ending path. Supervisors have a responsibility and obligation to employees to ensure that each receive on-going guidance and leadership that will assist them in being successful in their position.

Evaluator

Appropriate standardization of personnel evaluations by group throughout the institution is a fundamental component of a system. Ensuring that all personnel are fairly graded against the same group criteria, regardless of location or rater, is essential for promoting an equitable and fair system of evaluation.

The evaluator must have first-hand knowledge of the employee, have observed an employee's performance, and have been granted the authority and responsibility to direct the employee in their job functions.

Merit

Merit is a one-time per annum incentive awarded to an eligible employee based on superior work performance beyond the basic requirements of an individual employee's job description. An eligible employee is one who has been employed full time by SWTJC for a minimum of 6 months.

The vision for the proposed forward progressing model is to create markers for merit: **Job Performance, Localized Success, Institutional Success and Merit**. The outcome for those deemed eligible for Merit Consideration, will occur in the fall semester.

1. **Job Performance** is qualified and determined by way of an employee's rating on their annual performance evaluation.
2. **Localized Contribution** is considered to be contributions made to divisional or departmental unit action planning directly related to strategic plan goals/activities.
3. **Institutional Success** is considered as contributions to institutional success; strategic plan goals.
4. **Merit** consideration is based on exemplary job performance.

Employee Evaluation Submission Process

Upon completion of an employee's evaluation, the evaluation instrument will be forwarded to the designated Dean and/or Vice President. The evaluations will either be accepted or denied and submitted to the President for final approval. In the event an employee requests to appeal their evaluation, the President may appoint an Employee Evaluation Appeals Committee to review the evaluation under appeal.

