

Napa Valley College District Auxiliary Service Foundation (DAS)

Human Resources Policies and Procedures

AO 7110 Job Performance Evaluation

I. PURPOSE

To provide a performance appraisal process that will provide a means for discussing, planning and reviewing each DAS employees.

II. SCOPE

This policy applies to all DAS employees.

III. POLICY

It is the policy of DAS to give employees regular and periodic written evaluation of their job performance. The evaluation is designed to:

- A. Guide employees toward greater self-development and improved job performance by discussing employee's significant strengths and areas of improvement;
- B. Provide a uniform means for supervisors to make salary recommendations to leadership based upon an assessment of an employee's performance in relation to the job description and performance expectations;
- C. Provide a means for evaluating an employee's suitability for continuation of employment, job transfer, or promotion;
- D. Identify training needs;
- E. Provide a record of employee progress; and
- F. Provide a forum for discussion between the supervisor and employee.

IV. PROCEDURE AND RESPONSIBILITIES

Each supervisor is responsible for conducting performance evaluations for each subordinate employee.

- A. Timing:
 - a. Supervisors should complete job performance evaluations for their employees by the designated date, prior to the end of the fiscal year. Evaluations may be conducted on a more frequent basis if desired by the supervisor.

- B. Job performance evaluation information and procedures are available from the Director of the Office of Institutional Advancement
- C. Performance Evaluation: Supervisors are to conduct a meeting with each employee regarding their annual or periodic performance evaluation.
- D. Finalization of Performance Evaluation: Approvals of performance evaluations are required from the originating supervisor, the next level of management, and the department head. The Director of the Office of Institutional Advancement or designee will review completed performance evaluations. A copy of the completed performance evaluation should be given to the employee and the original should be placed in the employee's personnel file.
- E. Salary Increase Request: Salary increase requests must be supported by a performance appraisal for salary change processing. Managers may not discuss any proposed action with the employee until all written approvals are obtained. The Director of the Office of Institutional Advancement will review all salary increase/adjustment requests to ensure compliance with DAS policy and that they fall within the provided guidelines.
- F. The Director of the Office of Institutional Advancement has the right to change, modify or approve exceptions to this policy at any time with or without notice.

Adopted 2/26/19