

Massasoit Community College
Policy and Procedure

Approved: Peter C. Akeke Effective Date: February 17, 2005
 Director of Human Resources

Approved: Dr. Charles Wall
 CEO/President

Performance Evaluation Procedures

Procedures outlined in this process shall not be construed to create any additional rights or change any rights in any collective bargaining agreement or the non-unit professional personnel policies handbook.

Revision Date(s): _____

Procedures

We encourage employees and their supervisor to discuss job performance and goals on an informal, day-to-day basis. Some formal performance evaluations are done at the end of an employee's introductory period for any new job. The introductory period is a time for the employee and their supervisor to talk about job responsibilities and the performance requirements of the new job. In addition, you and your supervisor will have formal performance evaluations to discuss your work and goals, to identify and correct weaknesses, and to encourage and recognize your strengths.

Performance evaluations are usually done every 12 months around the end of the fiscal year. Non Unit Professional staff should have their evaluation process completed between June 1 and June 30, following the procedure outlined in the Non-Unit Professionals Personnel Policies Handbook. The evaluation must address their work performance for the preceding 12 month period or any portion thereof.

AFSCME and MCCC performance evaluations are dictated by their respective collective bargaining agreements. Individuals responsible for completing these evaluations must become familiar with the contractual language and complete performance evaluations within specified time-frames.

We may give merit-based pay adjustments to Non Unit Professional employees to recognize employee performance. These adjustments are based on a number of factors including the information documented by the formal performance evaluations.