

PROCEDURES MEMORANDUM

TO: MCC Staff

FROM: Office of the President

SUBJECT: Evaluation - Exempt Staff

DATE: November 29, 2017

PURPOSE: To provide a consistent methodology for appraising performance, enhancing self-improvement, and encouraging development of skills.

SCOPE: This procedure applies to all full-time regular exempt employees whose employment relationship is defined in Board Policy. Refer to Procedures Memorandum VI-3 for full-time faculty and counselors performance evaluation procedures.

1. General Principles

The general principles underlying the exempt performance appraisal review are:

- A. To provide a system for measuring exempt employee performance.
- B. To provide a mechanism for exempt employees to participate in self-improvement activities.
- C. To provide exempt employees with information about the criteria upon which their performance will be evaluated.
- D. To provide a climate for on-going communications concerning performance between the exempt employee and the supervisor.
- E. To provide documentation for purposes of retention.

2. Exempt Staff Review Procedures

Annual Performance Review – Regular exempt employees' performance will be appraised annually and at other times as scheduled by the supervisor. Copies of the instructions and form are available on the College's forms bank website.

Adopted 8/21/85; Revised 2/27/04; 11/16/04; 4/16/08; Reviewed 6/10/14 but no changes;
Reviewed 11/29/17 and no changes