

PROCEDURES MEMORANDUM

TO: MCC Staff

FROM: Office of the President

SUBJECT: Evaluation - Non-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 and part-time regular non-exempt employees whose employment relationship is defined in Board Policy.

1. General Principles

The general principles underlying the non-exempt performance appraisal review are:

- A. To provide a system for measuring non-exempt employee performance.
- B. To provide a mechanism for non-exempt employees to participate in self-improvement activities.
- C. To provide non-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 non-exempt employee and the supervisor.
- E. To provide documentation for purposes of retention.

2. Non-exempt Staff Review Procedures

A. Initial Orientation Performance Review

Each newly employed non-exempt staff member's performance will be appraised prior to completion of his/her initial 90-day orientation. The purpose of the initial performance review is to determine if the employee should be retained in the position, extended on orientation for an additional period, or separated from employment.

## B. Annual Performance Review

Regular non-exempt employees will have their performance appraised each year 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 10/15/88; Revised 2/27/04; 2/4/08; 6/10/14; Reviewed 11/29/17 and no changes