

TEXAS STATE TECHNICAL COLLEGE SYSTEM
SYSTEM OPERATING STANDARD

No. HR.2.2.3	Page 1 of 4	Effective Date: 09/12/05
DIVISION:	Human Resources	
SUBJECT:	Employee Performance Appraisals	
AUTHORITY:	Minute Order #37-94	
PROPOSED BY:	<i>Original Signed by Rich Morris</i>	
TITLE:	Associate Vice Chancellor, Human and Organization Development	Date: 09/12/05
RECOMMENDED BY:	<i>Original Signed by Rich Morris</i>	
TITLE:	Associate Vice Chancellor, Human and Organization Development	Date: 09/12/05
APPROVED BY:	<i>Original Signed by Bill Segura</i>	
TITLE:	Chancellor	Date: 09/12/05

STATUS: Approved by MC 09/09/05

HISTORICAL STATUS: Revised 08/16/05
 Approved by BOR 03/26/94
 Proposed 03/17/94

POLICY

It is the policy of Texas State Technical College to provide a written evaluation of each employee's performance of duties and responsibilities at least annually.

PERTINENT INFORMATION

The purpose of the Employee Performance Ratings are:

- a. To record permanently how well the employee performs the work during a specified period of time.
- b. To enable individual employees to develop themselves and improve in their present positions and assist them in setting goals for future growth.
- c. To allow management to evaluate the quality of the work force; identify employee potential, determine priorities for employee training, education and reward; and

obtain maximum utilization of human resources.

The Employee Performance Rating will consist of three elements:

- (1) Evaluation of the employee's PERFORMANCE by the immediate supervisor, using prescribed forms provided by the TSTC System Office of Human Resources.
- (2) A planned, private discussion between the rating supervisor and the employee. This discussion will assure that the employee thoroughly understands assigned duties and the performance standards established. It will seek to identify and record actions which both the employee and the supervisor agree will be taken to improve areas in which standards have not been met or in which improvement should be made.
- (3) Review by the Head of Department or other manager to assure that actions for improvement are adequate, realistic, and appropriate; and follow up to assure resources for accomplishment are available and that actions are carried out.

DELEGATION OF AUTHORITY

The Chancellor and Presidents are responsible for the implementation of policies regarding performance appraisals.

The TSTC System Office of Human Resources is responsible for recommending procedures necessary for the program to meet its objectives and to assure consistent application of the policy and procedure, performing the necessary review to ensure equity through out the TSTC System.

OPERATING REQUIREMENTS

Each employee will have a written performance evaluation annually. Each college will determine its own schedule for completion of performance appraisals; however, a department head may complete an additional performance appraisal at the conclusion of any period when in his/her judgment an appraisal is necessary.

Before the end of the fourth month of the probationary period, the employee's job performance will be evaluated by the supervisor and discussed with the employee. This evaluation should address areas of satisfactory and, if applicable, unsatisfactory performance with specific written guidance as to the means by which performance can be improved. The evaluation will: (1) ensure that the supervisor has taken reasonable steps to inform the employee of what is expected and how it should be done, and (2) provide the employee an opportunity to correct any job-related problems before the end of the probation period. Probationary employees who have completed at least three months' service will be evaluated normally during January of each year.

There shall be recommended forms provided as standard acceptable documentation of performance appraisal. Utilization of a different form for the purpose of performance appraisal shall be approved by the responsible human resources office prior to its use. Utilization of a written narrative performance appraisal is acceptable provided the evaluator first consults with the responsible Office

of Human Resources.

The evaluation of each employee will be made by the supervisor to whom the employee reports. The completed performance appraisal will be reviewed by the Head of Department, or the person designated by the Head of Department who can determine the adequacy of actions agreed to by the employee and supervisor, and who has authority to approve and allocate resources for such actions.

An employee who has not had a performance appraisal completed within six (6) months, and is transferring between components will be appraised by the supervisor of the department from which the employee is transferring. The completed appraisal form will be forwarded to the appropriate Office of Human Resources.

Upon completion of the performance appraisal, the employee shall be given the opportunity to review the performance appraisal and make written comments regarding concurrence or nonconcurrence with the appraiser's evaluation. The employee's comments will become a part of the performance appraisal. The original copy of the performance appraisal shall be forwarded to the appropriate Office of Human Resources to become a part of the employee's personnel file.

Completed performance appraisals will not be shown to other employees or supervisors except as required for the performance of specific and necessary duties. The employee shall be given a completed copy.

Completed copies of performance appraisals will be kept in secure files at the appropriate Office of Human Resources. Forms for terminated employees should be retained at the appropriate Office of Human Resources for a period of two years. Data from individual reports may be used in support of recommended actions such as increases in salary, promotion, and other personnel actions.

Departments will obtain the Performance Evaluation Rating Forms from the appropriate Office of Human Resources.

Human Resources shall review and analyze all employee evaluations to assure conformance with EEO guidelines.

PERFORMANCE STANDARDS

The original copy of the annual performance appraisal is maintained in the employees personnel file at the appropriate Office of Human Resources/Personnel.

A record of notification and response regarding employee performance appraisals shall be maintained at each human resources function.

Periodic reports to the TSTC System Office of Human Resources are required to ensure compliance with the requirements of this operating standard.

COLLEGE OPERATING PROCEDURE

COLLEGE		Page 1 of
OFFICE OF RESPONSIBILITY:		
APPROVED BY:		
TITLE:		Date
FORWARDED TO SYSTEM OFFICE ON		