

SUBJECT: Personnel

POLICY: 403.6 Performance Management

RELATED PROCEDURE: 403.6.1

EFFECTIVE: July 2016

REVISED:

REVIEWED:

Introduction and Purpose

Great Falls College MSU encourages regular feedback and evaluation of employee performance throughout the year. An annual evaluation of performance is required for classified employees and contract professional employees each year. The formal annual evaluation will identify job responsibilities and performance objectives and measure actual performance against identified job duties and expectations.

Policy

Classified Employees

Each employee will have their performance evaluated by their immediate supervisor and submitted to Human Resources no later than May 31 of each year. Probationary classified employees will have their performance evaluated by their immediate supervisor at least one time during their probationary period and also *prior to completion* of the 6-month probationary period and submitted to Human Resources *before the last day* of their 6-month probationary period. Annual hourly wage increases will be subject to applicable collective bargaining agreements and the MUS classified pay plan. Evaluation forms for classified employees may be found at:

<http://www.gfcmsu.edu/hr/performance.html>

Contract Professional Employees

For the purpose of this policy, a contract professional employee is a non-academic employee who has been issued an MUS contract or letter of appointment. Each contract professional employee whose appointment is at least .5 FTE will have his or her performance evaluated and submitted to Human Resources no later than June 30 of each year. Guidelines for across the board/merit salary increases for professionals will be provided each year. An annual performance evaluation is required before an across the board/merit increase may be authorized. Evaluation forms for Contract Professional Employees may be found at: <http://www.gfcmsu.edu/hr/performance.html>

Faculty

The collective bargaining agreement may be found at: http://www.mus.edu/hr/cba/015_CBA.pdf

Employee Request for Evaluation

Any employee who does not receive a performance evaluation by the deadline referenced in this policy may submit a written request for performance evaluation to their supervisor with a copy to the supervisor's supervisor. The supervisor will have 30 days in which to complete the evaluation and submit to Human Resources.

Employee Request for Review of Evaluation

An employee who disagrees with the evaluation of their supervisor may submit a written request for review by the supervisor's supervisor. The written request must outline the specific areas of disagreement and the reasons the employee disagrees with the supervisor's evaluation. The decision of the supervisor's supervisor will be the final decision on the evaluation. The employee's written disagreement will be included with a copy of the final performance evaluation and placed in the employee's personnel file.