

BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE**ANNUAL REVIEW PROCESS FOR STAFF**

Date approved by cabinet: April 26, 2023

Effective Date: June 5, 2023

Expiration date (5 years from effective date if not renewed): June 5, 2028

Section 1. Purpose

- 1.1. BridgeValley Community and Technical College (College) seeks to promote a high performance culture with an effective performance management system. An effective performance management system is an ongoing process that provides clear performance objectives, coaching, and feedback. The College recognizes the purpose of any performance appraisal program is employee development. The College supports a process of performance appraisals that ensures feedback and discussion between supervisors and the employees they supervise. This process should also provide the basis for enhanced communication and discussion of concerns among college personnel.

Section 2. Scope

- 2.1. This applies to all Classified and Non-Classified Employees of BridgeValley Community and Technical College. All employees, including faculty who supervise Classified and/or Non-Classified Employee(s), shall follow the provision of this rule with regards to such supervision.

Section 3. Performance Management

- 3.1. BridgeValley shall conduct regular performance evaluations of all employees (non-classified and classified) on an annual basis. Continuous feedback on, and improvement of, job performance are imperative parts of the performance management process. Performance Management will be used to ensure strategic alignment with BridgeValley's mission, vision, and values as it is critical to the continued success of the College. It will also serve as support to Classified and Non-Classified Employees as they work to achieve their fullest potential.
 - 3.1.1. Performance Appraisals should accomplish the following objectives:
 - 3.1.1.a. Promote self-improvement; set goals and performance standards.
 - 3.1.1.b. Provide a fair assessment of job performance based on the expectations and objectives for the position; indicate strengths and weaknesses.

- 3.1.1.c. Provide positive feedback for good performance; motivate high performing employees.
 - 3.1.1.d. Provide counseling regarding development opportunities or areas of needed improvement for those underperforming employees.
 - 3.1.1.e. Provide information for other institutional processes i.e., merit increases.
 - 3.1.1.f. Serve as a factor for retention and/or reduction in force decisions.
 - 3.1.1.g. Supervisors and managers shall undertake performance appraisals in a manner that is consistent and objective, and should not reflect personal prejudice, bias, or favoritism.
- 3.1.2. It is not necessary to provide a written Performance Appraisal for Non-Classified Employees that have been employed for less than six months. It is expected that they will receive regular feedback on their performance until the next appraisal cycle.
- 3.1.3. Classified Employees shall receive a written appraisal prepared by the supervisor/manager for the probationary period prior to the end of the first 90-day period of employment in a given position and again prior to the end of the six-month probationary period. In accordance with WV Code § 18B-7-13, the supervisor shall meet with the Classified Employee and explain the evaluation and whether the Classified Employee is being offered regular employment.
- 3.1.4. Classified and Non-Classified Employees shall receive a written annual performance review based on the performance standards or annual goals established by the supervisor/manager for the position.
- 3.1.5. There should be periodic sessions (formal and informal) between employees and supervisors for the purpose of discussing mutual expectations and progress during the course of the year. These sessions should be conducted in a manner consistent with the principles of open communication and respect.
- 3.1.6. If the employee has changed supervisors within the current performance evaluation period, a collaborative effort should be made between the current supervisor and previous supervisor to ensure that the employee is evaluated on the complete evaluation period. Feedback and input from both should be included on the performance evaluation.

Section 4. Process

- 4.1. BridgeValley will adhere to the following timeline.

- 4.1.1. March 1 Human Resources will make available appraisal forms to supervisors.
 - 4.1.2. April 1 Completed appraisal forms (with attachments) must be reviewed with employee and submitted to next level administrator by the supervisor for signature.
 - 4.1.3. April 15 Administrators sign and submit appraisal forms (with attachments) to Human Resources.
 - 4.1.4. If a deadline date falls on a day other than a normal workday, the preceding workday shall serve as the intended date.
- 4.2. Rating System
- 4.2.1. All staff will be appraised on a scale of 1-5 (whole numbers only). No other scale may be substituted. The definitions of these numbers are:
 - 4.2.1.a. 5 = Outstanding: Performance during appraisals period was consistently exceptional, significantly exceeding all expectations for the position.
 - 4.2.1.b. 4 = Exceeds Expectations: Performance during appraisal period met all expectations and frequently exceeded some expectations for the position.
 - 4.2.1.c. 3 = Meets Expectations: Performance during appraisal period effectively fulfilled all expectations for the position.
 - 4.2.1.d. 2 = Needs Improvement: Performance during appraisal period met some but not all expectations for the position. Performance improvement process should be initiated or continued.
 - 4.2.1.e. 1 = Unsatisfactory: Performance during appraisal period consistently failed to meet minimum expectations for the position. Individual lacks or did not apply knowledge, skills, or behavior expected for the position. Performance documentation process (e.g. written warning, Performance Improvement Plan) should be initiated or continued.
 - 4.2.2. Numerical ratings should be supported by supervisor's comments.
 - 4.2.3. Once the performance appraisal is completed, the supervisor shall meet with the Classified or Non-Classified Employee and explain the contents of the evaluation.

- 4.2.4. Each employee is expected to sign and date the completed appraisal form. By signing, the employee is acknowledging that they have received a copy of the performance appraisal; the employees' signature does not necessarily indicate agreement with its contents but serves as acknowledgement that the performance appraisal has been completed and reviewed with the respective employee.
- 4.2.5. The employee will have the opportunity to include a response to the appraisal that will become part of the official documentation.

Section 5. Rights of Classified and Non-Classified Employees

- 5.1. A Classified or Non-Classified Employee shall be given 10 business days to respond in writing regarding the results of their performance review. The notice shall indicate their disagreement concerning their performance appraisal if the employee would like to do so. The response shall be delivered to the employee's supervisor.
- 5.2. Upon receipt, the supervisor and the next level supervisor will review the employee's written response and set a time to confer with the respective employee.
- 5.3. After reviewing, the supervisor and next level supervisor will determine if any changes should be made to the performance review.
- 5.4. If a Classified or Non-Classified Employee has a concern, he or she is encouraged to talk to his or her supervisor, next-level supervisor, or Human Resources. BridgeValley considers a performance review finalized 15 business days after it is first delivered by the supervisor.
- 5.5. A Classified or Non-Classified Employee who receives an evaluation of development needed or its equivalent designation shall be placed on a performance improvement plan with defined objectives and timelines for improvement, as determined by the employee's supervisor. An employee who does not meet the objectives for the improvement plan may be considered for additional personnel action, including progressive discipline up to and including termination of employment.
- 5.6. In accordance with WV Code §6C-2-1, et seq., eligible employees may utilize the West Virginia Public Employee Grievance Procedure to seek resolution for their grievable issues involving performance management.