# 1540.070 CLASSIFIED PERFORMANCE MANAGEMENT PROCESS PROCEDURE

To the extent that this procedure addresses terms or provisions covered under collective bargaining agreements for represented employees, the terms of the collective bargaining agreement will control for those represented classified employees.

## A. PURPOSE

This procedure is designed to provide basic guidance and direction to supervisors and employees regarding the college's commitment to a positive performance based culture. Performance management provides supervisors an opportunity to observe and evaluate an employee’s skills, abilities, working subject knowledge and future potential. Performance planning is an on-going cycle, not an event. It is a year-round collaborative process and shall be used for developing performance expectations, employee development planning, and performance guidance and assessment.

## B. SUPERVISOR RESPONSIBILITIES [(WAC 357-37-020)](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-37&full=true#357-37-020)

It is the responsibility of each supervisor to evaluate the performance of assigned staff and provide feedback and appropriate training/development assignments necessary to produce the optimum circumstances for success. Additionally, it is the supervisor’s responsibility to:

### 1. Develop and maintain a current accurate job description for each employee's position.

### 2. Establish clear performance expectations that are related to the employee's duties and responsibilities.

### 3. Meet with the employee at the start of their review period to discuss performance expectations and how the employee's performance will be evaluated; provide the employee a copy of the performance expectations and any modifications made during the review period.

### 4. Establish a time frame during which evaluations will be conducted and communicate the time frame to the employee.

### 5. Communicate the employee’s responsibility for successfully performing the duties, skills and expectations of the position.

### 6. Assess how well the employee has contributed to fulfilling the job expectations and competencies.

### 7. Acknowledge the employee’s successful job performance.

### 8. Clearly identify performance issues and concerns.

## C. EMPLOYEE RESPONSIBILITIES [(WAC 357-37-025)](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-37&full=true" \l "357-37-025)

It is the responsibility of each employee to meet and strive to exceed the standards established for work accomplishment and conduct, improve work effectiveness, and to perform at the highest competency levels possible throughout his/her employment. Additionally, the employee has the responsibility to:

### 1. Request clarification of any job duty, standard, or expectation that is unclear.

### 2. Perform work as assigned, follow established procedures and meet job standards and expectations.

### 3. Participate in the performance evaluation process.

### 4. Communicate with the supervisor to share successes and problems.

## D. PERFORMANCE MANAGEMENT FREQUENCY [(WAC 357-37-030)](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-37&full=true#357-37-030)

Supervisors must evaluate the performance of a probationary employee or permanent employee serving a trial service or transition review period before the employee attains permanent status in the position. Permanent employees must be evaluated at least annually.

If a supervisor has had less than 90 calendar days to observe the employee’s performance, the employee may request a joint review with the previous supervisor (if still employed with the college). If the previous supervisor is no longer employed with the college, the employee may request a consultation with other managers with knowledge of the employee’s performance.

## E. PERFORMANCE PROBLEMS [(WAC 357-37-035)](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-37&full=true#357-37-035)

### 1. A probationary or permanent employee whose work performance is determined to be unsatisfactory must be notified in writing of the deficiency(ies). Unless the deficiency is extreme, the employee must be given an opportunity to demonstrate improvement.

### 2. If the probationary or trial service deficiency is substantial, the college may separate the probationary employee or revert the trial service employee at any time. For more information, see college procedure 1540.060 Classified Probationary and Trial Service Period.

## F. PERFORMANCE MANAGEMENT FORMS [(WAC 357-37-040](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-37&full=true#357-37-040), [45)](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-37&full=true#357-37-045)

### 1. Supervisors will use the Performance and Development Plan (PDP) developed by the Washington State Department of Personnel. A copy of the performance evaluation will be provided to the employee at the time of the review. The original performance evaluation forms, including the employee’s comments, will be maintained in the employee’s personnel file.

### 2. Supervisors may supplement the PDP forms and procedures with special performance factors and assessment approaches that are specific to organizational needs.

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Procedure contact: Human Resources

Related policies and procedures

540.070 [Classified Performance Management Process Policy](https://www.wvc.edu/humanresources/policies-procedures/500-human-resources/540.070-classified-performance-management.html)