



426 POLICY – Performance Evaluations for Staff

426.1 Statement of Policy

Redlands Community College believes that the most valuable resource of the College is its people. Just as the College promotes the educational development of its students, it also promotes the professional development of its employees to become as effective and efficient as possible in their areas of responsibility.

426.2 Criteria

Redlands Community College annually reviews employee’s performance taking into account position responsibilities, contractual obligations, agreed-upon objectives and performance standards. The purpose of the performance evaluation is to promote continuous improvement in the job performance of all employees. Comparisons are only to be made between the employee’s performance and the employee’s job description. This system is not to be used to compare one employee’s performance to another employee’s performance.

The performance evaluation should not reflect personal prejudice, bias or favoritism on the part of those conducting the ratings or reviews. The results of such review procedures should be used to assist management in the decision making process of the following:

- A. Identifying staff for promotion.
- B. Informing staff of deficiencies, training needs, and improvement expected.
- C. Justifying disciplinary actions.
- D. Identifying staff for non-renewal of contracts.
- E. Potential salary increases for the following fiscal year, contingent upon approval by Administration.

Adopted March 2015
Revised January 2016
Revised December 2024



426 PROCEDURE – Performance Evaluations for Staff

426.1:1 Statement of Policy

The Redlands Community College performance evaluations are designed to encourage communication between the employee and supervisor, assess past goal achievement and levels of performance, assist employee and supervisor in identifying future performance goals and objectives, and serve as a basis for professional development planning.

All staff employees (administrative, professional, and support) are to take a self-assessment and receive a performance evaluation at least once each year.

426.2:1 Full-time Staff Self-Assessments

Self-Assessments are reflective questions that staff members answer about their own performance, challenges and accomplishments. The self-assessment form for full-time staff members can be scheduled by the employee starting August 1st of each year and must be completed by October 31st. Self-assessments are not complete until both the employee and supervisor has signed off on the form.

The areas of evaluation include achievements and contributions, challenges and learning, goals and objectives, teamwork and collaboration, feedback and self-improvement, and alignment with institutional values.

426.2:2 Full-time Performance Evaluations

Staff Performance evaluations are conducted annually by supervisors for their employees and may be given on a more frequent schedule when supervisors believe them to be useful. New employees are to receive an evaluation at the completion of their first six months of employment with the College. All employees will receive an annual performance evaluation starting August 1st of each year and must be fully completed, including all signatures and any in-person meetings, before the college closes for break in December. Performance evaluations are not complete until both the employee and supervisor has signed off on the form and any in-person meetings have been met, if any.

The areas of evaluation include work ethic, team-work, communication, customer service, initiatives, work performance, adaptability/flexibility, supervision, planning, and institutional service.

Adopted March 2015
Revised December 2024