

JAMES A. RHODES STATE COLLEGE
HUMAN RESOURCES POLICY STATEMENT

This policy and/or procedure provides operating principles for Human Resources issues at James A. Rhodes State College. It supersedes any prior policy covering the specific subject. This policy and/or procedure may be suspended, modified or cancelled as determined by the College. This policy and/or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.

This policy and/or procedure is provided on-line for the convenience of access for College employees. The original policy will be the governing copy and is on file in Human Resources.

(Specific Policy Follows on Next Page)

Applies to: All Faculty, Administrative, Professional/Technical and Support Staff

A. Policy Guidelines

1. It is the policy of the College to provide all regular faculty, administrative, professional/technical and support staff with an annual performance appraisal. The premise of the College's performance appraisal system is that improvement in one's performance results from the process of assessing one's strengths and weaknesses, and then providing training and development in needed areas. Additionally, the performance appraisal system shall assist both the supervisor and employee in clarifying the employee's position requirements and near-term objectives.
2. The performance appraisal system shall provide validation for decisions involving promotions, terminations, continuing employment of newly hired personnel, determining developmental needs and other personnel requirements. It shall foster supervisor-employee communication. It also provides compliance with Ohio House Bill 152 (1993) Biannual Operating Appropriations Measure of the 120th General Assembly.
3. The performance appraisal shall be completed by the supervisor. Five development assessment instruments (forms) are used to document performance appraisal. A specific development assessment instrument is available for each of the following employee sectors: Faculty, Administrator (with teaching responsibilities), Professional/Technician, Support Staff and Administrator. The supervisor shall complete the appropriate development assessment instrument for each of his/her assigned employees once each fiscal or academic year.
4. Newly hired employees will have a development assessment completed as follows:

Faculty - The first year's assessment will be completed by February 15 of their first academic year. During their second academic year, the assessment will be completed by November 15.

Professional/Technician - The first assessment will be completed no later than five months after s/he begins employment.

Support Staff - The first assessment will be completed no later than ninety days after s/he begins employment.

Administrator - The first assessment will be completed no later than five months after s/he begins employment.
5. The office of Human Resources shall provide policy guidance and coordination for the system, including timely distribution of the required assessment forms to the appropriate supervisor(s).

B. Performance Appraisal Defined

"Performance appraisal" and "performance evaluation" are used interchangeably. Evaluation is the process of determining the significance or worth of something, such as performance, using explicit objectives. Appraisal is the process of setting a value on something, or evaluating its worth, significance, or status in terms of pre-set standards. Performance appraisal refers to the total process of observing and evaluating an employee's performance in relation to pre-set performance standards or explicit objectives. This process consists of assessing the employee's adequacy to perform his/her assigned tasks, to fulfill his/her assigned responsibilities, to meet behavioral and conduct standards, and to perform other position requirements at desired levels of competence.

C. Procedure

1. The supervisor and the employee shall collectively establish any goals or objectives for the assessment period early in the period. These goals and objectives may change during the assessment period because of many factors. If changed, both the supervisor and employee shall collectively re-establish them.
2. Well in advance of the time the supervisor has selected to complete the Development Assessment Form on the employee's performance, s/he reviews the development assessment process with the employee and requests the employee to provide information that s/he wishes the supervisor to use in the assessment. This information may be provided to the supervisor no later than three weeks before the scheduled assessment.
3. Once the employee has provided information or chosen not to provide any information, the supervisor completes the Development Assessment Form.
4. The supervisor then meets with the employee and reviews all of the assessment information. After full review of the assessment, the employee may respond in writing to the assessment in the section provided. If the employee chooses to respond to the assessment, the response must be completed within one week of the date of the review. Then the employee and supervisor sign the assessment document. Both the supervisor and the employee keep a copy and the original is sent to Human Resources for file.
5. If the employee disagrees with his/her assessment and wishes his/her assessment to be reviewed by the appropriate vice president, the employee may request such review within one week of the date of the employee's returning his/her written response to the assessment to his/her supervisor. This request will be in writing to the vice president with a copy to the supervisor. The vice president will review the assessment and respond in writing to the employee within 30 days of receipt of the request. A copy of the vice president's response will be provided to the supervisor. The vice president may affirm the supervisor's assessment or recommend an alteration of the assessment. If the employee wishes to appeal the vice president's review, s/he may so appeal in accordance with the Performance Assessment Appeal Procedure defined in paragraph D.

Note: If the employee reports to a vice president and wishes his/her assessment to be reviewed by the president, the above procedure is followed and "president" is substituted for

"vice president".

D. Performance Assessment Appeal Procedure

1. The staff or faculty member who is not satisfied with the results of his/her vice president's review of their performance assessment may request a hearing before a College Hearing Committee.
2. Within ten (10) working days after receiving the vice president's response, the faculty or staff member may deliver in writing, to the office of the vice president or his/her designee, an appeal to the response.

The appeal should contain a request for a hearing before a College Hearing Committee and a rebuttal to each and every issue in dispute.

3. Within ten (10) working days after a timely receipt of the faculty or staff member's appeal, the vice president or his/her designee shall see that a College Hearing Committee is formed.

The College Hearing Committee shall consist of two members appointed by the vice president or his/her designee, two persons appointed by the staff or faculty member, and a fifth person mutually selected by the four appointees. All five members of the College Hearing Committee must be regular, full-time employees of the James A. Rhodes State College. If the four appointees cannot agree upon the fifth member, it shall be determined that a College Hearing Committee cannot be formed and the appeal shall default directly to the president for review. (Step 8 of this procedure.)

4. The College Hearing Committee shall convene within ten (10) working days after the committee has been formed. All concerned parties shall be notified in writing of the date, time, and place of each and every meeting of the College Hearing Committee. Human Resources will coordinate and provide such notices.

Proceedings of the College Hearing Committee shall be governed by such rules of procedure as the committee may adopt which are consistent with this appeal procedure. Upon the request of any member of the committee, all available relevant data required for a thorough investigation of the performance assessment shall be made available to the College Hearing Committee. Furthermore, the College Hearing Committee shall make available to the employee and the vice president or his/her designee all available relevant data derived from any and all sources. The College Hearing Committee shall review all material relevant to the case, and hear relevant testimony from the employee and the vice president or designee. Human Resources will provide support to the College Hearing Committee for these proceedings. Human Resources will maintain all records of these proceedings when the College Hearing Committee has concluded its function.

5. Within three (3) working days of the conclusion of its meeting(s), the College Hearing Committee shall forward, in writing, to the staff or faculty member, the vice president and the president, its recommendation concerning the disposition of the case. The College

Hearing Committee may affirm the vice president's decision to affirm the assessment or recommend that the vice president alter the assessment.

6. In the event that the College Hearing Committee recommends an alteration of the vice president's original decision, the vice president shall respond in writing to the Committee, to the employee, and to the president any change in his/her original decision. This response must occur within three (3) working days of the date of the Hearing Committee's recommendation.
7. If the College Hearing Committee affirms the vice president's decision or if the vice president refuses to alter his/her decision despite a recommendation by the College Hearing Committee, the faculty or staff member may appeal to the president of the James A. Rhodes State College.

Such an appeal shall be made within five (5) working days after notification by a) the College Hearing Committee (in the case of its affirmation of the vice president's original decision) or by b) the vice president (in the case of the vice president maintaining his/her original decision contrary to a recommendation of the College Hearing Committee to do otherwise).

8. The appeal shall be in writing and include a formal request that the president review the case. Within five (5) working days after receiving the letter of appeal, the president shall review all material relevant to the case. Upon the completion of his/her review, the president shall take whatever action s/he deems appropriate. S/he shall notify in writing, the employee, the vice president, and the College Hearing Committee of his/her actions in the case.

Note:

- a) Upon mutual agreement of both parties, the time restrictions at any level of this procedure may be modified or extended.
- b) Work day is defined as any day the College is normally open for business during any month of the year; excluding Saturdays, Sundays and any designated holiday.
- c) For an administrator's appeal wherein the president is the immediate supervisor, the process remains the same with the following changes:
 - 1) "president" is substituted for "vice president" in items 2, 3, 4, and 5.
 - 2) Items 6, 7, 8, do not apply.
 - 3) The president may accept or reject the Hearing Committee's recommendation. In either case his/her response to the Hearing Committee and to the administrator must occur within three (3) working days of the recommendation.
 - 4) If a College Hearing Committee cannot be formed (step 3), the president's original assessment will prevail.