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TITLE:	PERFORMANCE EVALUATION AND SALARY INCREASES
EFFECTIVE DATE:	January 20, 2015
LAST REVISION:	Initial* Policy No. 212

PURPOSE

Performance evaluations provide a means for discussing, planning and reviewing the performance of each employee. Regular performance appraisals help employees clearly define and understand their responsibilities, provide criteria by which employees' performance will be evaluated, suggest ways in which employees can improve performance, help managers distribute and achieve departmental goals, and provide a fair basis for awarding compensation based on merit. Performance evaluations may influence salaries, promotions and transfers. Therefore, it is critical that supervisors be objective in conducting performance reviews and in assigning overall performance ratings.

SCOPE AND APPLICABILITY

This policy applies to all Faculty and Unclassified Staff, but not student workers, Federal Work Study participants. Performance evaluations and pay increases for classified employees are subject to State Civil Service Rules.

STATEMENT OF POLICY

A performance evaluation must be conducted on each BRCC employee, including faculty and staff, on an annual basis.

PERFORMANCE EVALUATION

Performance Evaluation: A performance evaluation must be on file prior to recommendation of a salary increase for any BRCC employee. Approved performance evaluation instruments will be provided to the faculty and staff once approved by BRCC Administration. BRCC performance evaluation instruments should include:

Job specific performance criteria:

- 1) A rating scale that provides levels of rankings from "exceeds expectations to unsatisfactory" performance.
- 2) Justification for the rating as it relates to specific performance criteria.
- 3) Documentation of the evaluation discussion with the employee.
- 4) For those employees having a rating of "unsatisfactory", documentation of a plan for improvement of performance within a specific time frame.
- 5) Date and Signature of the supervisor conducting the evaluation.
- 6) Date and Signature of the employee.



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SALARY INCREASES

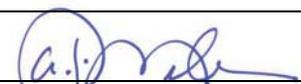
Salary Increases: Salary increases for BRCC employees will be based on performance and appropriate level of workload. Consideration for a salary increase will be given to those employees that receive an overall performance rating of “satisfactory” and above. The evaluation must have been completed no more than one year prior to the recommended salary increase. Salary increases will generally not be awarded across-the-board. In no instance will a salary increase or promotion be granted to an employee with a rating of “unsatisfactory”.

In accordance with LCTCS Policy #6.010, “No merit increase shall be granted an employee out on leave for a period beyond 12 weeks (the maximum allowed under the Family and Medical Leave Act) until such time as the employee has (1) returned to work for a minimum of six months, and (2) has received a “satisfactory” or above performance rating.”

Any merit increases awarded shall be based on the salary in place the day prior to the effective date of the merit increase. No merit increase shall be granted an employee employed for a period of less than six months, or who has received a salary increase of any type within six months prior to the effective date of the merit increase, unless justification has been provided by the Chancellor.

Source of Policy: LCTCS Policy #6.010

Related Policy: _____

Approved by:  _____

Chancellor Andrea Lewis Miller

Responsible Administrator: Human Resources

LCTCS Policy Reference: #6.010

LCTCS Guideline Reference: Article II Sect 2

Date: 1/20/2015