

1. Administration will review the procedure and provide meaningful training on a regular basis for evaluators in the use of the procedure, to help assure uniformity of application.
2. A special faculty committee will be established each year to begin its work following the completion of the yearly evaluation process with the purpose of reviewing the evaluation process for any possible modifications. At least 50 percent of the membership of the committee will be persons who have served on the committee during the previous year.
3. Timetables, based on the above recommendations and existing guidelines, will be implemented and maintained by the administration.

### **Performance Evaluation of Classified/Support Staff**

The performance planning and evaluation of classified staff is conducted in accordance with Department of Human Resource Management Policy #1.40, and can be found on their website at

<http://www.dhrm.state.va.us/hrpolicy/policy/perform140.pdf>

Evaluation of performance is conducted on an annual basis using the Employee Work Profile (EWP) form which includes a brief work description, performance plan, core responsibilities, performance measures, and employee development goals. The evaluation cycle for classified employees is October 25 thru October 24 of the following year. Within 30 days of initial employment, the EWP is developed for the new employee by the immediate supervisor; therefore, performance expectations of the position are known in advance. All classified staff new hires (with no prior Virginia state service) will also serve a 12-month probationary period (Probationary Period Policy can be found at [www.dhrm.state.va.us/hrpolicy/policy/probation145.pdf](http://www.dhrm.state.va.us/hrpolicy/policy/probation145.pdf)

During the annual performance evaluation, the employee is evaluated on the Core Responsibilities identified in the EWP for the cycle. One of three ratings can be given for each responsibility identified – Extraordinary Contributor, Contributor, Below Contributor. If an individual rating of Extraordinary or Below Contributor is given a written comment must be made on the EWP. Once individual ratings are given, an overall rating is given for the performance cycle. If an overall rating of Extraordinary Contributor or Below Contributor is given, additional supporting documentation is required – an Acknowledgment of Extraordinary Performance or Acknowledgement of Substandard Performance.

All evaluation forms and supporting documentation will become a part of the employee's official personnel file.

Agencies are guided by the amount of money authorized by the General Assembly and the Governor for salary increases for performance. Agencies may **not** supplement the authorized funding for such increases but may have an established policy for the distribution of authorized monies. It is the practice of Wytheville Community College to award the fully authorized percentage of increase; however, the President may choose to distribute the increase according to the PERFORMANCE INCREASE DISTRIBUTION PLAN FOR CLASSIFIED STAFF.