

# PROCEDURE:

## 4.4.4p1. Performance Management

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*Adopted: April 16, 2008*

### I. PURPOSE

Ogeechee Technical College is committed to a work environment that strives for and rewards high performance, maximizes flexibility and encourages professional development and ongoing communication between employees and their supervisors.

The overriding purpose of performance management is to evaluate employees based on their job description and help employees to improve and, thus, to improve organizational effectiveness. The performance management process will include the periodic review and annual rating/evaluation of all employees, excluding short term, temporary employees.

### II. RELATED AUTHORITY

State Board Policy 4.4.4. Performance Management  
TCSG Procedure 4.4.4p. Performance Management  
O.C.G.A. 45-20-21; 45-20-13; 47-2-94

### III. APPLICABILITY

This procedure applies to all Ogeechee Technical College employees, excluding short term, temporary employees.

### IV. DEFINITIONS

None.

### V. ATTACHMENTS

Performance Management Form  
Mid-Year Performance Evaluation Form  
Individual Professional Development Plan Form  
Individual Professional Development Activities Form

### VI. PROCEDURE

Each full-time and permanent part-time employee will receive, at a minimum, a mid-year performance evaluation and an annual performance evaluation by his/her supervisor. The mid-year performance evaluation is a less formal review unlike the formal annual performance evaluation.

Mid-year performance evaluations are to be completed by December 31<sup>st</sup> of each year. Annual performance evaluations are to be completed by June 30<sup>th</sup> of each year.

### **Evaluation Period**

1. The performance rating/evaluation period generally begins on July 1 and ends on June 30 of the following year.
2. Employees hired by Ogeechee Technical College during the performance evaluation period are to be evaluated from the date of hire through June 30.
3. Performance based salary increases are effective on a date determined by the General Assembly. Provided monies are appropriated by the General Assembly, performance-based salary increases for all eligible full-time employees will be delivered in a manner as outlined in the Appropriations Act, accompanying guidelines established by the TCSG Commissioner, and guidance from the Department of Administrative Services and the Office of Planning and Budget.
4. When employees have transferred to new positions during a performance rating/evaluation period, evaluating supervisors as of June 30 are to complete the rating/evaluations and make the salary increase eligibility determinations. Evaluating supervisors may take into consideration any evaluation completed during the performance rating/evaluation period by previous evaluating supervisors.

### **Performance Management Plan**

1. Employees should have a Performance Management Plan (Performance Management Form) in place within 45 calendar days of the employee being placed in a new job or the beginning of a new performance period. The supervisor provides a copy of the evaluative criteria on the Performance Management Form, and both the supervisor and employee sign this document. This is done to ensure that the supervisor and employee understand the standards upon which the individual will be measured at the end of the review period.
2. A Performance Management Plan (Performance Management Form) may be modified at any point during the performance period and must be modified when new responsibilities or expectations are added. Employees must be informed of any substantive changes within 15 calendar days of the modification.
3. In accordance with the provisions of this procedure, employees may request a review of their performance plans if they consider the expectations non-job-related or unachievable.

### **Performance Rating/Evaluations**

The performance rating/evaluation instrument (Performance Management Form) is based on a written job description and has been developed for all employees. The evaluative criteria are outlined on the Performance Management rating/evaluation.

There are two sections on the evaluation form where a supervisor is to give a numerical score on the employee's performance. In the first section, where the standards directly tie to the job responsibilities, the scores range from 1 to 5 with 1 Employee did not meet

all or most (more than 50%) of the established performance expectations. Employee needs significant improvement in critical areas of expected job results or behavioral competencies and 5 meaning the Employee exceeded all performance expectations. Employee was an exceptional contributor to the success of his/her department and the state of Georgia. He/she demonstrated role model behaviors. The second section scores, where the standards tie directly to work ethics, also range from 1 to 5.

The employee's average score for all criteria in each section must be greater than or equal to 3.0 in order to receive a performance-based salary increase.

If the score for either section falls below 2.5, the supervisor should develop a plan to identify ways to help the employee improve his/her performance. An average score of below 2.5 also requires that the supervisor notify the division vice president prior to the evaluation to ensure the vice president agrees with the scores given.

5. Exceptional Performer	Employee exceeded all performance expectations. Employee was an exceptional contributor to the success of his/her department and the state of Georgia. He/she demonstrated role model behaviors.
4. Successful Performer - Plus	Employee met all and exceeded most (more than 50%) of the established performance expectations.
3. Successful Performer	Employee met all performance expectations and may have exceeded some (less than 50%). Employee was a solid contributor to the success of his/her department.
2. Successful Performer - Minus	Employee met most (more than 50%), but failed to meet some (less than 50%) performance expectations. Employee needs to further improve in one or more areas of expected job results or behavioral competencies.
1. Unsatisfactory Performer	Employee did not meet all or most (more than 50%) of the established performance expectations. Employee needs significant improvement in critical areas of expected job results or behavioral competencies.

Regardless of the scores, the supervisor should go over the evaluation with the employee and explain each score. At the end of the evaluation, the supervisor and employee should both sign and date the performance rating/evaluation. The original performance rating/evaluation form should be sent to Human Resources to be placed in the employee's personnel file. A copy of the rating/evaluation should be given to the employee.

### **Professional Development**

The performance rating/evaluation is also the time for the employee and the supervisor to review the professional development activities from the previous fiscal year and the professional development activities planned for the next fiscal year.

Ogeechee Technical College requires all faculty and administrators to receive at least 40 hours of professional development with the recommended level being 60 hours. The minimum hours for Ogeechee Technical College staff are 16 hours of professional development with 24 hours recommended. All employees should bring their professional development plans and completed professional development activity sheets to the performance evaluation.

### **Documentation**

Along with the signed performance rating/evaluation, the supervisor should forward the completed Professional Development Plan for the previous year to Human Resources to be placed in the employee's personnel file.

As part of the performance evaluation process, evaluating supervisors should create an Improvement Plan and Professional Development Plan for the upcoming fiscal year based on the performance appraisal.

## **VII. RECORD RETENTION**

All blank forms are stored on OTCNet, and are reviewed at least on an annual basis, and revised as necessary. All completed forms are permanently retained in individual personnel files in the Human Resources Office for 7 years after separation. (O.C.G.A. 45-20-13; 47-2-94)