NPC POLICY 4.310

POLICY NAME: Staff and Faculty Evaluations
Revised: July 24, 1996 and August 25, 2005
Next Scheduled Review:
Responsible Cabinet Member: Associate VP Human Resources
Department/Office: Human Resources

BACKGROUND/HISTORY:

The State of Arkansas by law requires that each employee be evaluated annually.

SCOPE:

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. These are conducted annually generally in February for non-classified employees and March for classified employees.

AUTHORITY:

The Board of Trustees guided by State of Arkansas Code Annotated 21-5-1001 through 1003.

DEFINITONS:

Evaluations are conducted by Supervisors based upon the previous work period of one year.

POLICY STATEMENT: Both the supervisor and the employee have input into the evaluation process and together supply data that reviews the work year's accomplishments and areas for improvement. Based on job description, standards, and duty areas the rating scale is applied.

RESPONSIBILITY:

Quality pay adjustments may be awarded by NPC in an effort to recognize employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process and available funds.

PROCEDURES/RELATED DOCUMENT AND FORMS:

The Human Resources Department supplies necessary forms to Supervisors. NPC has developed its own forms for Administrative and Faculty evaluations and uses forms provided by the State of Arkansas for its classified employees. A Final Overall Rating Form is used for all employees.