

***Marietta College:***

***Policy Statement Regarding Work Performance Evaluation***

Marietta College strives to maintain the highest quality workforce and to provide employees with a positive work environment, including competitive compensation, a safe workplace, adequate job training, equitable treatment, work performance feedback, and regular written work performance evaluations.

The College requires supervisors to evaluate each of their staff members at least annually, using prescribed performance evaluation methods and documents. Evaluations are based on the position description and work goals prevailing during the evaluation period. Performance evaluations may occur more often than annually under circumstances of unusually strong or weak job performance or completion of special duties or project work. Supervisors are required to complete annual performance evaluations, to review them with the evaluated employee, and to submit signed evaluation forms to Human Resources.

The College strives in every case to advise employees early and formally of work performance weaknesses and to work cooperatively with employees under these circumstances to improve work performance. Failure to improve work performance following cooperative measures may lead to more unilateral action by the College, including in the worst cases, termination of employment.

While the College strives to avoid it, employment terminations are occasionally necessary. The College maintains proper decorum during the termination process, maintaining strict confidentiality and professional treatment of the employee(s) involved. Supervisors are required to attend training sessions conducted by Human Resources to assure their skills in evaluating work quality and conducting performance evaluations.

When they contemplate that cooperative work performance improvement efforts have been unsuccessful and that employment termination is the only alternative, supervisors are required to first contact Human Resources to consult on the termination process. Contact is required prior to addressing the matter with the affected employee(s) or before taking any related action. Human Resources will advise supervisors and, if termination is necessary, lead the termination process in order to assure confidentiality, professionalism, and compliance with applicable policies and regulations.

If termination is being contemplated for a faculty member, procedures will be as written in the *Faculty Handbook*.

DCBryant-20Nov06

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