

# LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

Subject: <b>PERFORMANCE EVALUATION COMPLETION &amp; PROCESSING</b>	Original Issue Date: August 1983	Policy #: <b>520</b>
	Supersedes: March 23, 2010	Effective Date: December 10, 2015
Consultants: College Program Coordinators College Administrative	Reviewed & Approved by: College Planning	Approved by:  (Signature on File) Provost, College of Nursing & Allied Health

**PURPOSE:**  
To establish guidelines for completing and processing employee performance evaluations.

**POLICY:**  
The College adheres to Los Angeles County (LAC), Medical Center, and College performance evaluation (PE) policies and standards.

PEs are completed in accordance with the Department of Health Services (DHS): Employee Evaluation and Discipline Guidelines and the LA County Rater's Handbook on Performance Evaluation.

Employees complete an annual self-evaluation.

PEs are maintained as follows:

- Original -- Human Resources (HR)
- Copies -- College personnel files.

PE due dates are tracked on the College PE Tracking Log. College PEs are due to HR according to the College PE Tracking Log dates (earlier dates allowing for mail deliveries).

HR Annual PE due dates are based on the last digit of the employee number:

<u>Last Digit of Employee #</u>	<u>PE Ending Date</u>	<u>HR Deadlines</u>
• 0	March 31 <sup>st</sup>	4/30
• 1	April 30 <sup>th</sup>	5/30
• 2	May 31 <sup>st</sup>	6/30
• 3	July 31 <sup>st</sup>	8/30
• 4	August 31 <sup>st</sup>	9/30
• 5	September 30 <sup>th</sup>	10/30
• 6	October 31 <sup>st</sup>	11/30
• 7	November 30 <sup>th</sup>	12/30
• 8	January 31 <sup>st</sup>	2/28
• 9	February 28 <sup>th</sup>	3/30

Probationary Evaluation -- Due dates are six months after the date of hire/promotion

- Example:
  - Employee, whose employee number ends in 8, is promoted effective 5/15
  - Probation rating period is 5/15 to 11/14

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**PERFORMANCE EVALUATION COMPLETION AND PROCESSING**

- Probationary PE must be reviewed and signed by the employee and received/logged in HR by the last day of the rating period.
- Employees are automatically designated administratively competent and probation is approved if the PE is not completed, fully executed and on file in DHS Human Resources by the last day of the rating period.
- Note: New hire/promotional date should be confirmed with HR – may not be the same as 1<sup>st</sup> day at the College.

Interim Evaluation – Must be completed for the interim time before and after the probationary evaluation, even if less than 3 months before or after the annual PE due dates.

NOTE: Annual evaluation is required after a probation evaluation regardless of the time frame before the next annual evaluation is due.

- Example for the above employee:
  - Annual rating period is 2/1 to 1/31
  - Probationary PE period is 5/15 to 11/14
  - Interim evaluation is required for the period 2/1 – 5/14 before the probation
  - Interim evaluation is required for the remaining time in the annual rating period 11/15 – 1/31, after completion of probation.

Exit Evaluation – Must be completed for transferring and resigning employees.

**PROCEDURE:****Probation Period**

The employee's supervisor will provide a monthly progress report using the Employee's Evaluation form (blue monthly rating form).

**Competent**

The employee's supervisor will:

- Discuss progress with the employee
- Complete PE and obtain employee signature by the end of probationary period
- Submit PE to HR by College PE Tracking Log dates.

**At Risk for Failure / Unsatisfactory**

The employee's supervisor will:

- Discuss situation with DHS HR Performance Management Unit division and divisional Dean/Provost using the Performance Management Assessment form at least three months (mid-probation) prior to end of probationary period
- Discuss progress and plan for improvement with the employee
- Complete PE and obtain employee signature prior to end of probationary period
- Submit PE to HR and confirm filing before the last day of the rating period.

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**PERFORMANCE EVALUATION COMPLETION AND PROCESSING****Annual Performance Evaluation Period****Six Weeks Prior to End of Rating Period**

The employee's supervisor will distribute to employee:

- Self Evaluation form
- Agreement of Understanding (AOU) forms.

**Four Weeks Prior to End of Rating Period**

The employee will:

- Complete the AOU acknowledgement forms and annual Self Evaluation form
- Return completed forms to supervisor.

The employee's supervisor will obtain/prepare:

- PE cover sheet & rating form
- Employee job description
- License verification, if applicable, from BRN website.

**Two Weeks Prior to End of Rating Period**

The employee's supervisor will:

- Review employee's completed Self Evaluation and AOU
- Verify current licensure by primary source if applicable, health examination, and peer review completion
- Complete PE cover sheet & rating form
- Sign and initial PE and AOU forms as indicated
- Submit completed PE to Reviewer/Department Head for signature
- Schedule meeting with employee to review PE.

**Evaluation Meeting**

The employee's supervisor will:

- Review PE with employee
- Ensure PE forms, job description, and AOU are initialed and signed as required.

**Evaluation Distribution**

The employee's supervisor will:

- Make three copies of:
  - PE (2-sided)
  - Job description (2-sided)
  - AOU forms (1-sided) if not using the triplicate form
  - License verification (1-sided).
- Distribute as below:
  - HR Copy:** Mail original PE, signed job description and original AOU packet to designated HR address
    - Write "Confidential" on envelope and seal securely
    - Place HR address/label in upper left hand corner.

**Area Copy:** Submit one copy of PE packet to Office Manager to enter on College PE Tracking Log and file in employee's College personnel file according to HR Personnel File Guidelines

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**Employee Copy:** Seal second copy in envelope

- Write employee's name and "Confidential" on envelope
- Send to employee.

**Manager's/Supervisor's Copy:** Maintain the third copy.

**Evaluation Tracking**

The OES/employee's supervisor will provide information to update PE Tracking log at College Operations meeting. The Provost's designee will update log upon receipt of copy of the PE for the personnel files.

**PROCEDURE DOCUMENTATION:**

Agreement of Understanding Form  
Faculty and Staff Annual Self-Evaluation  
Performance Evaluation Tracking Log  
Performance Evaluation Cover Sheet & Rating forms  
Personnel File Guidelines  
Performance Management Assessment form

**REFERENCES:**

LA County Rater's Handbook on Performance Evaluation  
DHS: Employee Evaluation and Discipline Guidelines  
DHS Policy #780: Performance Evaluations  
LAC + USC #550: Performance Evaluations  
College Policy #220: Peer Review  
College Policy #510: New Employee Orientation  
College Policy #515: Faculty Competency

**REVISION DATES:**

March 23, 2010  
December 10, 2015