

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Personnel Policies and Procedures

POLICY/PROCEDURE: Employee Evaluation

DATE: March 1, 1993

NUMBER: 2.14

REVISION(S): 3/28/95

Employee evaluations are intended as a vehicle for professional development and not as a punitive exercise. The process varies depending on the employee and may include criteria established by the College or be designed to conform to guidelines developed by the state Office of Personnel Management and/or the Department of Higher Education.

Written evaluations should be maintained as long as the person is employed, unless removed by the supervisor or in accordance with a legal/grievance proceeding, and for at least five (5) years after he/she is terminated. Frequency of job evaluations may vary. However, as a minimum, employees shall be evaluated before the end of the first ninety (90) days of full-time employment, and annually thereafter and prior to April 1.

The Board of Trustees shall conduct self-evaluations and evaluate the President prior to the March Board meeting.

AUTHENTICATION (Signature):

COPP

President

3/28/95
(Date)

2.14