

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

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Subject: PERFORMANCE EVALUATION PROCESSING	Original Issue Date: August 1983	Policy #: 520
	Supersedes: January 2005	Effective Date: August 9, 2007
Committees Consulted: Nursing Program Coordinators College Administration	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), Healthcare Network, and College performance evaluation policies and standards.

Employees complete an annual self-evaluation.

Performance Evaluations (PEs) are maintained in the College personnel files.

PE due dates are tracked on the PE Tracking form.

PROCEDURE:

Six Weeks Prior to End of Rating Period

The Office of Educational Services (OES)/employee's supervisor will distribute to employee:

- Self Evaluation form
- Emergency Contact Packet (ECP).

Four Weeks Prior to End of Rating Period

The employee will:

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

The OES will distribute to the employee's supervisor (rater):

- 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 ECP
- Verify current licensure if applicable, health examination, and peer review completion
- Complete PE cover sheet & rating form
- Sign and initial PE and ECP forms as indicated
- Submit completed PE to Reviewer/Department Head for signature

Subject:

PERFORMANCE EVALUATION PROCESSING

- Schedule meeting with employee to review PE.

Evaluation Meeting

The employee's supervisor will:

- Review PE with employee
- Obtain employee signature and initials on PE forms, job description, and ECP as indicated

Evaluation Distribution

The OES will:

- Make three copies of:
 - PE
 - Job description
 - ECP acknowledgement forms
 - License verification
- Distribute original PE packet to designated Human Resources address
 - Write "Confidential" on envelope
- File one copy of PE packet in employee personnel file according to HR Personnel File Guidelines
- Seal second copy in envelope
 - Write employee's name and "Confidential" on envelope
 - Deliver to employee
- Distribute third copy to employee's supervisor in envelope marked "Confidential"

Evaluation Tracking

The OES/employee's supervisor will provide information to update PE Tracking Log at College Operations meeting.

PROCEDURE DOCUMENTATION:

Employee Self Evaluation
Performance Evaluation Tracking form
Performance Evaluation Cover Sheet & Rating forms

- Personnel File Guidelines

REFERENCES:

Network Policy #550: Performance Evaluations
College Policy #220: Peer Review
College Policy #515: Faculty Competency