

<b>OGDEN-WEBER TECHNICAL COLLEGE</b>	Number  520.51	Effective Date 10/27/05 Revised 7/1/15 1/19/17 2/08/24	Page  1 of 1
<b>POLICY</b>	Approval - President's Cabinet		
Title  <b>EMPLOYEE PERFORMANCE EVALUATIONS</b>			

**1. PURPOSE AND SCOPE**

The purpose of the policy is to provide procedures for conducting annual employee performance evaluations.

**2. POLICY**

It is the policy of the College to evaluate employees on their duties and responsibilities on an annual basis to ensure that they are meeting their goals and objectives. The evaluation of personnel may be used in the determination of salary, promotion, merit, retention, etc.

**3. REFERENCES**

- Ogden-Weber Technical College Corrective Action policy (#520.29)

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<b>PROCEDURE</b>	Approval - President's Cabinet		
Title  <b>EMPLOYEE PERFORMANCE EVALUATIONS</b>			

**1. General Guidelines**

- 1.1. Each employee shall conduct a self-evaluation using the College's online performance evaluation software.
- 1.2. Supervisory personnel shall complete employee performance evaluations for both their hourly and salaried employees and conduct evaluation discussions/feedback while obtaining employee acknowledgment in accordance with the annual performance evaluation schedule.
- 1.3. When an employee's performance is not meeting the expectation of the supervisor, the supervisor shall follow the Corrective Action policy as appropriate in coordination with Human Resources.