

II. POLICY

The Library shall adhere to state law (see Appendix E) and college personnel office directives, by participating in the "employee performance evaluation" system. (1)

This system shall be heretofore referred to as the "Library Employee Performance Expectation and Evaluation System" or by the acronym, LEPEES. (2)

The purpose of LEPEES shall be as follows:

1. To provide a regular time for employees to look at themselves on-the-job and to look at what their job(s) are. To assess what they have been doing, how well, what are their expectations of themselves and the expectations of them by their co-workers, supervisor(s), subordinates and clients (ie, library patrons).
2. To provide a regular time for dialogue between employees, their co-workers, supervisor(s), and subordinates about expectations and performance on-the-job and as part of the library group.
3. To provide a regular time (for people who don't often take the time) for employees, their supervisor(s), and subordinates to air frustrations, and resentments and reach agreements on information issues and emotional snags.
4. To provide a regular time for employees, their co-workers, supervisor(s), and subordinates to set goals and objectives for the insuing year(s). (Goals and objectives are referred to in this proposal as "performance objectives.")
5. To meet a Management Team, area coordinator, supervisor, co-worker and subordinate information and documentation need for the purposes of position justification, promotion, demotion, transfers, disciplinary action(s) and termination.
6. To meet state HEP board and college requirements for employee performance documentation for the purpose of promotion, demotion, transfers, disciplinary action(s) and termination. (4)

All full-time, permanent Library employees shall participate in LEPEES. Employees in part-time, temporary, hourly or student employment situations are not required to participate in LEPEES, but may participate if they so desire.

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All full-time Library employees in classified, faculty exempt and administrative exempt positions shall participate in LEPEES. (3)

LEPEES shall be an on-going, year-around process, with "expectation and objective drafting" and "evaluation" occurring at least once annually, on or about each employee's anniversary date. (7)

Completed LEPEES paperwork (expectations, evaluations, objectives, etc.) shall be kept for a three year period in the employee's individual personnel file in the Library administrative office. This LEPEES paperwork is open to other library staff unless the employee specifies otherwise. (5)

The development of employee performance "expectations" and "objectives" shall be both a solitary, individual employee process and then a group process involving the employee's supervisors and subordinates. Co-workers may participate in the group expectation and objective development process if they so desire, but it is not required. (6)

The at-least-annual evaluation process (when how well and to what degree the employee met the written performance expectations and fulfilled the performance objectives is assessed) shall be both a solitary, individual employee process and then a group process involving only those persons who participated in the development of that employee's performance expectations and objectives. (8)

The expectations and objectives and subsequent evaluation session(s) shall include component(s) relating to how and how well the employee related to and/or met the various needs of TESC's minority communities. (9)

The employee and her/his supervisor(s), subordinates and co-workers shall "agree to disagree" with respect to the drafting of that employee's expectations and objectives. It is acceptable to have expectations and objectives which are not mutually agreed upon by the employee and her/his supervisor, subordinates and/or co-workers. Those differences or disagreements are simply appropriately noted in the LEPEES paperwork and then reviewed at the evaluation session(s). (10)

The previously used (often times required) "Evergreen" narrative style of self-evaluation shall be an option, over and above the requirements of LEPEES.

III. PROCEDURES

Following is a brief summary of the steps involved in the LEPEES process: a) the developing of performance expectations and objectives. b) Gathering data and c) the evaluation session(s).

A. Performance Expectations and Objectives

1. Write performance "criteria" for your actual day-to-day job, consulting with supervisor(s), subordinates and co-workers (SSCs, for short).
2. Write performance "expectations" for these performance criteria, consulting with SSCs.
3. Re-write performance expectations *visa vi* the performance "factors", consulting with SSCs.
4. Write performance "objectives" consulting with SSCs.
5. Meet with all necessary SSCs, as a group, to review and assess your rewritten performance expectations and performance objectives. Further re-write and/or edit expectations and objectives as a result of this group meeting with SSCs.
6. Transfer re-written and polished performance expectations to the HEPB 029 Form (see appendix C).
7. Transfer re-written and polished specific performance expectations for each criteria, in so much as writing these specific expectations was possible to appropriate form. (see appendix C).
8. Transfer re-written and polished performance objectives to appropriate form. (see appendix C)
9. Distribute copies of 029 form, specific performance expectations and performance objectives to self and SSCs.
10. File originals of above in your Library personnel file.

B. Gathering Data

1. Prominently display your 029 form, specific performance expectations and performance objectives within easy eye view of yourself and your SSCs. (12)
2. Note, as often as necessary, your job activities and those of your SSCs, recording how and to what degree expectations are being met and why other expectations are not being met.
3. File and compile this information on an on-going basis, as it will be the foundation of meaningful and accurate evaluation session(s) in the future.

III. PROCEDURES

C. Evaluation Session(s)

1. Just prior to your own evaluation session or an evaluation session of an SSC, pull out the data you're gathered over the year(s) and the appropriate O29, expectations and objectives forms.
2. Rate each of the criteria/expectations, with written comments as necessary.
3. At the actual evaluation session: share data and ratings, determine appropriate final rating, combine and condense written comments, promote dialogue, support sharing of frustrations, resentments and anger, work towards resolution of conflict, assist in re-development of expectations and objectives for the coming year.
4. As supervisor for evaluated employee, write specific achievements (item 7 on the O29 form) and recommended areas of improvement (item 8 on the O29 form), in consultation with SSCs.
5. As evaluated employee, write your comments on your evaluation session(s) in the "employee's" comment box (on the O29 form).
6. File completed forms in your Library personnel file.
7. Begin the whole process over again....