



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees accept the revisions to Policy 6Hx2-3.21 Achievement Appraisals. Fiscal Impact: None.

Presenter(s): Sophia Galvin, Vice President, Talent and Culture

Purpose: Renamed the Employee Performance Management Policy to Achievement Appraisals to reflect the Colleges Seahawk Annual Achievement Appraisals (SAAA) and minor revisions to include adding the 5 Core Competencies to the Policy

Return on Taxpayer or Student Investment: N/A

How does this impact student success: to retain diverse and talented staff in support of our student population.

What specific goal of the Strategic Plan is advanced through this action: N/A

Small Business Firm (Yes, No, N/A): N/A

Broward Firm (Yes, No, N/A): N/A

Sophia Marie Galvin

Sophia Marie Galvin, Vice President, Talent and Culture

7/28/2023

Policy Manual



Title: <u>Achievement Appraisals Employee Performance Management</u>	Number: 6Hx2-3.21
Legal Authority: Fla. Stat §1012.855; Fla. St. Bd. of Ed. Admin. Rules 6A-14.060 (3)	Page: Page 1 of 3

GENERAL STATEMENT

Broward College recognizes that our team members Employees are one of its greatest assets. Student Success is enhanced by the success of our team members Employees supported through enhanced Achievements the Employee Performance and Talent Management processes to:

1. Identify job-related goals in support of cCollege strategic or operational goals.
2. Utilize the Talent Advancement Pathway (TAP) program to Provide an opportunity for the College to assess a team member's n Employee's potential for advancement and understand the talents available in the workforce.employee population.
3. Inform a team member the Employee of theirhis or her progress in the attainment of goals, core competencies accomplishments, performance and professional development alal growth.
4. Discuss ways to improve job performance and increase productivity using Check In's which are essential in providing feedback, support professional development and success of the team member, if required.:
5. Provide an opportunity for each team member employee to discuss in a and create psychological safe environment which creates open and honest feedback as it relates to job interests, core competencies, proficiency or challenges with their team leadershis or her supervisor.
6. Provide the College a mechanism to approach pay for performance, if applicable.
7. Support Talent Advancement suecession planning.

THE POLICY and THE STUDENT

This policy provides for retention of highly qualified and diverse faculty and staff who who are aligned with the college population and in supports of the College's commitment to student success.

THE POLICY and THE FACULTY and STAFF

Team members Employees shall not be expected to meet performance standards which have not been defined and explained as part of the requirements of their positions. team members Employees are expected to actively participate in this joint process and provide input (for example, self evaluation and our core competency feedback review or accomplishments) as deemed necessary. The appraisal review rating period shall cover a specific period of time, identify common goals that relate to higher goals of the department, campus, College and shall result in performance expectations that are used as measures for team members performance achievements review.

Regular and Temporary Full-Time Team Member Employee Achievement Appraisals Performance Reviews.

All full-time regular and full-time temporary unrepresented College team members personnel shall have their annual achievements appraised performance reviewed for the review period of from July 1 through June 30 of each year, on an annual basis and have a completed achievement appraisal performance review on file with

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Approved by the Board of Trustees <u>02/07/202306/25/2024</u>	Date:	President's Signature	Date: <u>02/07/202306/25/2024</u>
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the college no later than August ~~31~~¹⁵ of each rated year, ~~or more frequently as deemed necessary and appropriate,~~ in a process approved by the Vice President, Human Resources, Talent and Culture~~President.~~ (~~Achievement Appraisals Performance Reviews~~ of represented team member~~employees~~ will be consistent with provisions of the applicable collective ~~_~~bargaining agreements.)

PTS ~~team members~~ employees who are out on leave when the annual achievement appraisals performance reviews are launched, shall be ~~assessed~~ reviewed upon their return from leave. ~~—~~ If an Annual Achievement Appraisal Performance Review identifies an overall below performance rating the team leader~~supervisor~~ may, in consultation with Talent and Culture, Employee Relations, create a Performance Improvement Plan (PIP) ~~requiring with periodic meetings with the team member on their progress~~reviews. ~~Performance Improvement Plan's (PIP's) will be considered on a case by case basis.~~

Professional Technical Staff are ~~also~~ subject to a probationary achievement appraisal reviews.
All full-time regular and temporary Professional Technical Staff ~~team members~~Employee, new hires, and ~~employees~~ those who have been promoted or reclassified to a higher position of responsibility, must serve a 120 calendar day probationary ~~achievement appraisal~~ period and have their ~~performance~~achievements ~~performance~~ reviewed prior to the end of their probationary appraisal period. ~~—~~ PTS ~~team member~~employees who are promoted to an Administrative position are not required to ~~complete~~ perform a ~~probationary appraisal review period~~, but may be subject to a special assessment~~review.~~ ~~—~~ Extensions of ~~at the~~ probationary achievement appraisal period may be recommended in consultation with the Vice President of Talent and Culture in collaboration with Employee Relations.

Administrators are not subject to a probationary achievement appraisal reviews.
Administrators who are hired during an appraisal performance review rating period are not required to complete a probationary achievement appraisal review period and are considered to have met minimum performance standards as long as the Administrator is offered another Administrative Annual Contract of Employment ~~for Administrative Personnel of Colleges~~ for a subsequent contract year, ~~and would not be required to complete an Annual Achievement Appraisal Performance Review.~~

Professional Technical Staff and Administrators may be ~~are also~~ subjected to special appraisals reviews.
~~Team leaders may request a~~ Special Achievement Appraisal Performance Review ~~may be conducted at any time during the review year at the discretion of the rater.~~ If a Special Achievement Appraisal Performance Review identifies an overall below performance rating the team leader ~~supervisor~~ may, in consultation with the Talent and Culture, Employee Relations~~Human Resources~~, be subject to a ~~create a~~ Performance Improvement Plan (PIP) ~~with periodic reviews.~~

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Evaluation of Faculty.

The requirements and obligations regarding ~~summative performance~~ reviews for faculty members are ~~contained~~ in Article 7.50, Annual Faculty Evaluation, of the Collective Bargaining Agreement between the Board of Trustees of Broward College and the United Faculty of Florida.

Evaluation of Federation of Public Employees.

The requirements and obligations regarding ~~achievement appraisals performance reviews~~ for the Federation of Public Employee ~~team members~~ are ~~contained~~ in the FOPE Collective Bargaining Agreement between the Board of Trustees of Broward College and the Federation of Public Employees a Division of the National Federation of Public and Private Employees, ~~AFL-CIO Collective Bargaining Agreement~~.

IMPLEMENTATION and OVERSIGHT

The Vice President for Talent and Culture has responsibility for the implementation and oversight of this policy. Policy violations would be investigated by the Vice President, Human Resources, ~~of~~ Talent and Culture in collaboration with the Employee Relations and/or designee. In addition, the Vice President, Human Resources, Talent and Culture may grant achievement appraisal extensions to the August 31st completion date on a case-by-case basis. Requests for such extensions, and shall be in writing and must include a justifiable reason to justification to support the requests such requests for extensions.

VIOLATIONS OF POLICY

Violations of this policy may result in discipline up to and including termination.

DEFINITIONS

Core ~~Credibility Performance~~ Competencies – Differentiate how the job is ~~performed done~~ and the specific behaviors, which are key to the success in the role.

Broward College Full Time Administrators and Professional Technical Staff (PTS) achievement appraisals consists of five (5) Core Credibility Factors:

- Competence - assesses a team member's technical, professional, work experience, training, intelligence, and potential for future growth.
- Character – assesses a team member's ability to be ethical, fair, compassionate, and be respectful of others.
- Composure – assesses a team member's ability to gain trust, fosters psychological safety, how well an team member receives contrasting opinions and supports emotional intelligence.
- Courage – assesses a team member's ability to make appropriate decisions based on experience, copes with change and uncertainty, stands by decisions during challenges and has the talent to express concerns or a differing point of view in a professional manner.

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- Care for People – assesses a team member’s ability on how approachable and available they are with their team members, treats everyone with respect and dignity, shows respect for their colleagues’ contributions and appreciates the talents, skills, and successes they bring to the culture.

Achievement Appraisals

~~Performance Reviews~~ - The team member achievement appraisal Employee Review category used to assess ~~Employee~~ job performance achievements performance, which may include but are not limited to the following review types: Part Time Faculty Adjunct, Annual (Administrator, PTS, and Continuing Contract on Track Faculty including Librarians ~~& Counselors~~), SMART Goal Setting, Probationary Achievement Appraisals Reviews, Special (Administrators and PTS only), and Triennial reviews for Continuing Contract Faculty (including Librarians ~~& Counselor~~).

Performance Improvement Plan (PIP) – The team member Employee performance management tool which that may be used to coach a team member n-employee in improving overall job performance. A team member n-employee who does not demonstrate adequate improvement in job performance any time during a PIP may be terminated from employment. All employment terminations must be in consultation with the Vice President of Talent and Culture in collaboration with Employee Relations.

A Performance Improvement Plan (PIP) may be considered to assist in increasing knowledge, skills and abilities (KSA’s), and may be considered on a case by case basis for behavioral challenges such as, but not limited to attendance, punctuality, and insubordination.

Performance Expectation Reminder (PER) - A performance management tool used to establish performance standard(s) or restate a college rule, policy or a directive or a department standard. –A PER may be issued to addressee correct behavior or increase job performance and is one of the lesser forms of corrective measures available to assist the team member employee in improving overall performance.

Following a PER, if a deficiency still exists, a Performance Improvement Plan (PIP) may be considered to assist in increasing knowledge, skills and abilities (KSA’s), and may, on a case by case basis in consultation with the Vice President, Human Resources, Executive Director of Talent and Culture in collaboration with Employee Relations, be used to correct behavioral challenges such as, but not limited to attendance, punctuality, and insubordination.

Team members Employees who do not demonstrate adequate improvement in job performance may be terminated from employment. All terminations must be determined in consultation with the Vice President, Human Resources, of Talent and Culture and Employee Relations.

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Team members not meeting minimum performance standards of a PER may not necessarily be entitled to a Performance Improvement Plan (PIP) when termination is recommended for not meeting minimum performance standards of the PER to the Vice President, Human Resources, Talent and Culture in collaboration with Employee Relations.

Proficiency Rating Scale – The range of values given to core performance competencies, ~~accomplishments & professional development~~ and review period SMART goals if applicable during the achievement appraisal evaluation review process.

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