

NON-CLASSIFIED STAFF

PERFORMANCE PLANNING AND EVALUATION

Non-Classified staff shall perform in a manner consistent with job descriptions and individual Performance Plans and Evaluations are meant to enhance professional growth and assist Non-Classified personnel in sustaining and improving their contributions to the agency. Decisions, including but not limited to, salary adjustments, retention, promotion, recognition and dismissal may take performance evaluations into account.

Performance Plans

A Non-Classified Staff Performance Plan/Self-Assessment Form with a completed statement of goals and objectives must be submitted to the Human Resource Office within 30 days of the beginning of the plan year. Plans for new hires should be submitted within 30 days of hire date. The statement of goals and objectives is required for the planning stage and should be consistent with, and in support of, AHEC's strategic initiatives.

Performance Evaluation

All performance evaluations shall be conducted annually in written form. The Self-Assessment section of the Non-Classified Staff Performance Plan/Self-Assessment Form briefly summarizing accomplishments for the previous plan year, identifying areas of strength and areas needing improvement, is **required** and completed by the employee and submitted to the supervisor prior to the evaluation meeting.

Supervisor shall review the Self-Assessment **and** complete an Evaluation Summary and rate the overall level of performance as Exceptional, Highly Effective, Effective, Needs Improvement or Unacceptable, using the following guidelines:

- The extent to which the employee accomplished established goals and objectives for the evaluation period.
- The extent to which the employee exhibited or failed to exhibit one or more of the following, or other relevant characteristics: Adaptability, flexibility, creativity, leadership, problem analysis, decision making, planning, organizing and coordinating, initiative, accomplishment of agency goals, ability to communicate/interact with others, ability to delegate effectively.
- Examples should be provided, in writing, to explain an overall rating of "needs improvement".

Annual Salary Increases

Salary increases for Non-Classified staff are not guaranteed and are based on available funding. Executive leadership will determine whether or not increases will be awarded and the procedure for administering them. Non-Classified staff not performing at the level expected will not be awarded increases.

Disputes Regarding Plans or Evaluations

Disputes between Non-Classified staff and their supervisors regarding development of Performance Plans or Performance Evaluations shall be resolved by the next level supervisor to whom the employee and supervisor report. Such resolution shall be final.