

Procedure: 4.4.4p. (III.G.1) Performance Management

Revised: April 2, 2015
Last Reviewed: April 2, 2015
Adopted: September 28, 2001



PURPOSE:

Each department and each technical college shall establish a system of written performance evaluation for all full-time employees.

Evaluation Period

- 1) The performance evaluation period begins on July 1 and ends on June 30 of the following year.
- 2) Employees newly hired by TCSG during the performance evaluation period are to be evaluated the date of hire through June 30.
- 3) Performance based salary increases for instructional staff are effective September 1 of each year.
- 4) Performance based salary increases for support staff are effective October 1 of each year.
- 5) Eligible employees hired between April 1 and June 30 for the current evaluation period should receive written recommendation to either grant or deny performance based salary increase from the evaluating supervisor.
- 6) When employees have transferred to new positions during a performance evaluation period, evaluating supervisors as of June 30 are to complete the evaluations and make the salary increase eligibility determinations. Evaluating supervisors may take into consideration any evaluation completed during the performance evaluation period by previous evaluating supervisors.

RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of the Board
O.C.G.A. § 20-4-14 – TCSG Powers and Duties State Board
POLICY: 4.4.4. Performance Management