Performance Review Policy

Policy Number	300.28.02	**Custodian**	Human Resources
Approved Date	11/29/2022		
Effective Date	11/29/2022	**Review Date**	November 2022
References: Probationary Period Policy; Employee Evaluation Form			

1. Purpose

White Earth Tribal & Community College (WETCC) is committed to providing feedback to employees and strengthening the effectiveness of the college. Formal performance reviews assess an employee's job performance as it aligns with the position description.

2. Persons Affected

2.1. Employees

3. Policy

This policy is to ensure the following:

3.1. Performance reviews are designed to:

- Increase efficiency through annual planning of job duties, objectives, and performance
- Provide support for work-related decisions such as salary, transfer, promotion, demotion, and dismissal
- Encourage continued personal and professional development opportunities
- Identify training opportunities
- Maintain a documented history of an employee’s performance

3.2. Staff receive a formal review annually on the anniversary of the start date of their current position.

3.3. Transferring to a new position changes the employee’s anniversary/evaluation date to the start date of the new position. There is no change to the employee’s seniority date.

3.4. Wage increases associated with an evaluation will be effective at the beginning of the next pay period following the employee’s evaluation anniversary date.

4. Definitions

4.1. Employee Evaluation Form. The form used to formally evaluate and document an employee’s job performance.

4.2. Anniversary Date. The date an employee started a position.

5. Procedures

5.1. Supervisors complete a formal performance review annually on the anniversary of the employee's position start date.

5.2. Human Resources (HR) maintains a list of due dates for annual performance reviews and notifies supervisors when they are due.

5.3. HR notifies the president of past-due performance evaluations.

5.4. HR reviews completed performance reviews for conformance to policies and procedures.

5.5. HR maintains a copy of the review in the employee's personnel file.

Revision History

Rev. Date	Rev. No.	Revision
11/29/2022	300.28.01	New Format Change custodian from Special Projects to Human Resources