

E-12 POLICY Performance Management-Non-Instructional Employees

Southeast Community College holds high performance standards for non-instructional employees and strives to promote positive employee relations and working environments.

Southeast Community College will provide a supportive work environment in which job requirements and performance standards are clear, supervision emphasizes employee improvement and growth, staff development and training opportunities including safety, access, equity, and diversity, are provided, and where employee concerns are addressed in accordance with College policy and procedure.

Direct supervisors will conduct evaluations in accordance with College procedures. Supervisors will address performance concerns through regular coaching/feedback and the implementation of performance improvement plans to support employee improvement in accordance with College procedures. When necessary the College will administer disciplinary action as approved by the Vice President of Human Resources when required improvement is not achieved or in response to misconduct or other policy or procedure violations. The College President will give final approval in instances when employee termination is the recommended disciplinary action.

To support and advance the College's Value of Inclusion and the promotion of opportunities and advancement for a diverse and dynamic student, employee and community population through the creation of a positive, compassionate, and reflective culture - the College requires annual training and education to engage employees in areas of access equity and diversity.

The safety of our employees, students, visitors and community are among our top priorities at Southeast Community College. Employees are required to complete annual safety training.

Related Procedure: E-12a, E-12b, E-12c

Adopted: 12/13/22

Reviewed: 07/13/20, 08/16/21, 10/25/21, 10/29/21, 12/10/21, 11/08/22

Next Review: TBD

Web link:

Tags: performance management