



**POLICY TITLE**

*Performance Evaluation and Salary Increases*

**POLICY NUMBER**

2-0212

<b>Responsible Office:</b> <i>Human Resources</i>	<b>Effective Date:</b> 8/28/2024
<b>Responsible Official:</b> <i>Chief Human Resources Officer</i>	<b>Last Reviewed Date:</b> 8/28/2024
<b>Policy Classification:</b> <i>Human Resources</i>	<b>Origination Date:</b> 1/20/2015

**I. POLICY STATEMENT**

A performance evaluation must be conducted on an annual basis for each BRCC employee, including faculty and staff. In accordance with LCTCS Policy #6.010, “No merit increase shall be granted an employee out on leave for a period beyond 12 weeks (the maximum allowed under the Family and Medical Leave Act) until such time as the employee has (1) returned to work for a minimum of six months, and (2) has received a “satisfactory” or above performance rating.” Any merit increases awarded shall be based on the salary in place the day prior to the effective date of the merit increase. No merit increase shall be granted to an employee employed for a period of less than six months or who has received a salary increase of any type within six months prior to the effective date of the merit increase unless justification has been provided by the Chancellor.

**II. POLICY RATIONALE AND SCOPE**

Performance evaluations provide a means for discussing, planning, and reviewing the performance of each employee. Regular performance appraisals help employees clearly define and understand their responsibilities, provide criteria by which employees’ performance will be evaluated, suggest ways in which employees can improve performance, help managers distribute and achieve departmental goals, and provide a fair basis for awarding compensation based on merit. Performance evaluations may influence salaries, promotions, and transfers. Therefore, it is critical that supervisors be objective in conducting performance reviews and in assigning overall performance ratings.

### **III. POLICY AUDIENCE**

This policy applies to all Faculty and Unclassified Staff, but not student workers, Federal Work Study participants. Performance evaluations and pay increases for classified employees are subject to State Civil Service Rules.

### **IV. POLICY COMPLIANCE**

Supervisors must strive to provide a fair and accurate representation of their employees' performance. Supervisors, in part, are evaluated on their engagement in their employees' performance and the annual evaluation process.

### **V. POLICY DEFINITIONS**

**Salary Increases:** Salary increases for BRCC employees will be based on performance and the appropriate level of workload.

**Performance Evaluation:** A performance evaluation must be on file prior to the recommendation of a salary increase for any BRCC employee.

### **VI. POLICY IMPLEMENTATION PROCEDURES**

Approved performance evaluation instruments will be provided to the faculty and staff once approved by BRCC Administration. BRCC performance evaluation instruments should include Job specific performance criteria:

- 1) A rating scale that provides levels of rankings from “exceeds expectations to unsatisfactory” performance.
- 2) Justification for the rating as it relates to specific performance criteria.
- 3) Documentation of the evaluation discussion with the employee.
- 4) For employees with a rating of “unsatisfactory,” documentation of a plan to improve performance within a specific time frame is required.
- 5) Date and Signature of the supervisor conducting the evaluation.
- 6) Date and Signature of the employee.

Consideration for a salary increase will be given to those employees who receive an overall performance rating of “satisfactory” and above. The evaluation must have been completed no more than one year prior to the recommended salary increase. Salary increases will generally not be awarded across the board. In no instance will a salary increase or promotion be granted to an employee with a rating of “unsatisfactory”.

**VII. POLICY RELATED INFORMATION**

LCTCS Policy # 6.010 UNCLASSIFIED STAFF PERFORMANCE EVALUATION

**VIII. POLICY EXCEPTION**

Exceptions to this policy must be approved by the chancellor.

**IX. POLICY HISTORY AND REVIEW CYCLE**

This policy will be reviewed according to the college process.

**X. POLICY URL**

[www.mybrcc.edu](http://www.mybrcc.edu).

**XI. POLICY APPROVAL - SIGNATURE, NAME, TITLE, AND DATE OF OFFICIAL**



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Willie E. Smith, Sr., Ed.D.  
Chancellor

08/28/2024

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Date  
*Effective Date of Policy*