

SECTION: PERSONNEL

SUBJECT: PERFORMANCE EVALUATION PROCESS FOR CLASSIFIED AND PROFESSIONAL STAFF

Background All Professional and Classified Staff must receive an annual performance evaluation.

Point of Contact: Human Resource Services

Other Lewis Clark State College offices directly involved with implementation of this policy, or significantly affected by the policy: N/A

Date of approval by LC State authority: October 2014

Date of State Board Approval: N/A

Date of Most Recent Review: 05/2025

Summary of Major Changes incorporated in this revision to the policy: Evaluation procedures updated to match current process. Links in policy were updated. Added a link to the faculty evaluation policy.

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1. Purpose: The purpose of performance evaluations is to provide an objective evaluation by the immediate supervisor of an employee's performance in comparison with established expectations for the position as noted in the current year job description, and to identify an employee's strengths and weaknesses and where improvement is necessary. All performance evaluations must be discussed with the employee who will be allowed an opportunity to submit written comments regarding the evaluation. The faculty evaluation policy is outlined in Policy 2.112, [General Policy on Faculty Evaluation](#).
 - A. Supervisors are required to conduct performance evaluations for all professional and classified staff annually. If performance becomes a concern, interim evaluations may be conducted. Information on performance management and the respective forms can be found at <https://www.lcsc.edu/hr/employee-resources/performance-management>.
 - B. There are two types of evaluations for professional and classified staff: a supervisory evaluation form and a nonsupervisory evaluation form.
 - a. A supervisory performance evaluation focuses on assessing a supervisor's ability to lead, manage teams, and achieve organizational goals through others. Supervisory evaluations are completed to ensure effective leadership, team development, and alignment with strategic objectives. Please use this evaluation form for employees who supervise one or more benefit-eligible employees.
 - b. A nonsupervisory evaluation emphasizes individual contributions and job-specific tasks. Please use this evaluation form for employees who do not have direct supervisory responsibilities over benefit-eligible employees.
 - C. Performance evaluations should be conducted by the immediate supervisor and discussed with the evaluated employee.

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- D. LC State will use the rating scale established by the Idaho Division of Human Resources.
- E. Per [DHR Rule 210](#), classified employees must be evaluated for their performance during probationary periods for appointments and promotions and for every two thousand and eighty (2,080) hours of credited state service thereafter (generally on an annual basis). Classified employees who are on probation will be evaluated for their performance after 1,040 hours of credited state service from the date of initial appointment or promotion and after each two thousand eighty (2080) hours of credited state service thereafter ([Idaho Statute, Section 67-5309](#) (h) and (j)). Upon written request demonstrating good cause, the administrator may extend the probationary period of an employee for an additional specified period not to exceed one thousand forty (1,040) hours of credited state service. Extension must occur before an employee has worked one thousand forty (1,040) hours.
- F. All professional staff employees must be evaluated annually. Any written recommendations that result from a performance evaluation must be signed by the appropriate supervisor, a copy provided to the employee, and a copy placed in the personnel file of the employee [SBOE Section II, Subsection F \(4\)](#).
- G. "Special Evaluation" should be marked on the performance evaluation if the employee is currently serving a probationary period (classified staff) or is a newly hired professional staff employee and has only been employed for a few months. An evaluation rating must be entered into the payroll system for the employee to receive a Change in Employee Compensation (CEC) increase if the legislature approves funding for the next fiscal year. This does not guarantee a compensation increase, is not a typical performance evaluation, and is not indicative of successful completion of the probationary period. At such time the probationary requirements are met, the supervisor will complete the 6-month entrance/promotion probation evaluation.

Evaluations for professional and classified staff will be due on or before January 31st for work completed the previous calendar year. Please follow the instructions provided on the performance evaluation forms when submitting the documents.

- H. Performance evaluations are an important component of employee development and should be used for classified employees in connection with promotions, transfers, demotions, retentions, separations, reassignments, and for certifying a probationary employee to permanent status. They are also used as the affirmative certification for merit increases, bonuses, and salary equity increases.
- I. Self-evaluations will be completed by professional and classified staff annually as part of the performance evaluation process.
- J. If an employee does not agree with the evaluation and does not want to file a formal appeal through the appropriate grievance procedure, the employee may prepare an addendum. The addendum will be attached to the evaluation and placed in the employee's personnel file.

A signature on the evaluation form indicates only that the evaluation was discussed with the employee, not agreement with the evaluation's content. The supervisor should note an employee's refusal to sign the evaluation.