

**To:** All Administrators, Department Chairs, Supervisors, and Staff Employees

**From:** Krista Leitch Walker, Vice President Human Resources and Strategic Talent Management

**Subject:** FY2020 Performance Evaluations for Administrators, Department Chairs, Supervisors, and Staff

**Date:** May 18, 2020

## **OVERVIEW**

For the FY2020 Performance Evaluation process, we will use the fillable PDF form for the FY2020 Performance Evaluation. You will find that this form is similar to the FY2019 form, however this years version is divided into two review periods – 1) for normal operations and 2) for remote work operations. We recognize the circumstances this time is unusual that some employee's ability to work remotely may have an impact on their productivity.

Of note for this year's performance evaluation and goal plan is:

- the two review periods are normal operations of the College, (July 1, 2019-March 13, 2020) and remote work conditions whether fully or partially (March 14, 2020-June 30, 2020) and
- the development of short-term performance and professional development goals focusing on the the 1<sup>st</sup> quarter of FY2021 (July 1, 2020-September 30, 2020).

The submission of completed performance evaluations will continue to be submitted to the [performance@montgomerycollege.edu](mailto:performance@montgomerycollege.edu) e-mail box. By electronically submitting the evaluation, receipt and response to submittals and questions will be more timely and efficient.

In preparation for the FY2020 evaluation cycle, we advise supervisors to map out their individual workplan for completing their employee evaluations. This includes:

- scheduling performance evaluation meetings with employees in advance,
- determining internal unit deadlines for employees, and
- sharing the internal unit deadlines with employees.

Please note that employees hired prior to January 1, 2020, are required to complete a FY2020 Performance Evaluation. Employees hired after January 1<sup>st</sup> are not required to complete an annual FY2020 evaluation, however, the six-month review (as required for staff) and goal plans for FY2021 (for all) should be prepared and submitted.

The fillable PDF performance evaluation form, process timelines, and guidelines are posted and available on the [Performance Management](#) page of the [HRSTM website](#).

## **PROCESS and TIMELINE for FY2020 PERFORMANCE EVALUATIONS**

### **Performance Evaluations for FY2020 (May 18 – August 14, 2020)**

FY2020 performance evaluations for administrators, department chairs, supervisors, and staff will be conducted using a fillable PDF form. The [FY2020 performance evaluation form](#) contains the following sections:

#### **Section A – Employee and Supervisor Information and Section B – Employee Self-Evaluation**

To be completed by the employee by the deadline provided by their supervisor:

- Achievements and accomplishments for July 1, 2019 – March 13, 2020.
- Achievements and accomplishments of regular duties, new tasks or additional duties outside of the scope of your regular duties, or additional professional development activities for March 14, 2020 – June 30, 2020.
- Proposed performance goals for the 1<sup>st</sup> Quarter of FY2021 (July 1, 2020 – September 30, 2020; **or**
- Proposed career/professional development goals for the 1<sup>st</sup> Quarter of FY2021 (July 1, 2020 – September 30, 2020).

#### **Section C – Supervisor Evaluation of Employee**

To be completed by the supervisor prior to the performance evaluation meeting:

- Employee's accomplishments and achievements for July 1, 2019-March 13, 2020.
- Employee's accomplishments and achievements of regular duties, new tasks or additional duties outside the scope of their regular duties, or additional professional development activities for March 14, 2020 – June 30, 2020.
- Feedback, edits and confirmation on employee's performance or professional development goals for the 1<sup>st</sup> Quarter of FY2021 (July 1, 2020 – September 30, 2020).
- Overall assessment (check box) of employee's performance in FY2020.

**Supervisor Deadline for Section C: July 31**

#### **Section D – Additional Comments**

This section provides an employee and/or supervisor, if needed, to contribute additional comments not already provided in Sections B or C. This section should be completed before the signature are completed in Section E and prior to the deadline of **August 14, 2020**.

#### **Section E – Employee and Supervisor Acknowledgement and Submission**

To be completed by both the employee and the supervisor.

The employee acknowledges receipt of the performance evaluation and digitally signs evaluation. Employees are required to digitally sign the evaluation to acknowledge review of the evaluation with their supervisor and receipt of a copy of the evaluation from their supervisor. Please note that an employee signature does not necessarily indicate agreement or disagreement with the content of the evaluation, but confirms that the employee has reviewed and received the evaluation.

The supervisor digitally signs evaluation. Supervisor saves evaluation and submits saved evaluation to their employee and to HRSTM at [performance@montgomerycollege.edu](mailto:performance@montgomerycollege.edu)

View instructions on [how to digitally sign](#) the performance evaluation.

\*If you are unable to access the ability to create a digital signature while in remote work operations, a typed signature will be accepted. Submissions must come from supervisor's College email address. Any submissions from a personal email address will not be accepted

**The supervisor is responsible for ensuring that the completed evaluation is submitted by Friday, August 14.** There will be no extensions or exceptions to the August 14<sup>th</sup> deadline, so please plan for and schedule completion of the evaluations and meetings well in advance.

### **Performance Wage Increases**

At this time, we do not know what wage increases will be provided in FY2021. This is contingent upon the final determination of the College's budget for FY2021 which is expected to be reviewed and adopted by the Board of Trustees at their June 2020 meeting.

For AFSCME members compensation will be provided consistent with any negotiated agreement.

Again, detailed instructions and guidelines for completing performance evaluations can be found on the [Performance Management](#) page.

Should you have any questions about this year's performance evaluations, please e-mail [performance](#) or contact your designated Human Resources Internal Consultant (HRIC) as indicated below.

### **HR Internal Consultants:**

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Thank you.