

26281

**BOARD OF TRUSTEES
OF COMMUNITY COLLEGE DISTRICT NO. 508
County of Cook and State of Illinois**



**DISTRICT-WIDE
EMPLOYEE MANUAL**

Proposed changes to District-Wide Employee Manual

**ADOPTED -BOARD OF TRUSTEES OF COMMUNITY
COLLEGE DISTRICT NO. 508 -
COUNTY OF COOK AND STATE OF ILLINOIS
JULY 15, 2004**

Performance Evaluation System for Employees

The Performance Evaluation System is applicable to both full-time Non-Bargained-For employees and Bargained-For employees. With respect to Non-Bargained-For employees performance evaluations will be as follows. CCC policy is to reward performance and effort of employees through a merit salary increase system. While salary increases are subject to budget constraints, eligible employees are generally evaluated for salary increases once during the fiscal year, normally in July of each year, based upon their prior year's performance. Employees who receive an evaluation of competent or above shall be eligible for a merit increase, subject to budgetary constraints. Employee's overall evaluations are based upon predetermined performance indicators, which are given numeric scores on a 5.0 scale as follows:

- 4.5 - 5.0 - Superior
- 3.5-4.49 - Excellent
- 2.5-3.49 - Competent
- 1.5-2.49 - Marginal
- 1.0-1.49 - Unsatisfactory

Employees must have been in their current position by April 1st of the evaluation year to be eligible for a merit increase. Certain merit and other salary increases are subject to approval by the Board of Trustees.

Union employees will be subject to performance evaluations consistent with any relevant provisions in their respective collective bargaining agreement. See applicable collective bargaining agreements for provisions regarding performance evaluations for Union employees. **Employees covered by collective bargaining agreements that do not contain specific performance evaluation procedures shall be subject to performance evaluations at least once per fiscal year, subject to bargaining.**