



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

DLA-5 Employee Performance

APPROVED: August 16, 1996 **REVISED:**
Year of last review: 2024
AUTHORIZING BOARD POLICY: DLA

Classification: Institutional

Responsible Vice President or Associate Vice President: Vice President of Finance and Administration

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To provide guidelines for the recognition of satisfactory and exemplary job performance by employees and to address infractions and breaches of District policies, procedures, and practices by employees.

PROCEDURE:

I. Evaluations of Employee Performance

- A. The evaluation of the performance of Administrative, Professional Support, and Classified Staff employees will be conducted in accordance with College Procedure DLA-2 *Performance Evaluation for Non-faculty Employees*.
- B. The evaluation of the performance of Faculty* members will be conducted in accordance with College Procedures DLA-3 *Full-Time Faculty Evaluation* and DLA-4 *Adjunct (Part-Time) Faculty Evaluation*.
- C. Probationary Faculty will additionally be evaluated for tenure in accordance with College Procedure DDA-1 *Tenure Review and Recommendations*.

II. Recognition of Outstanding Job Performance

- A. The College will strongly support and encourage the positive and productive actions of employees, including satisfactory as well as exemplary performance.
- B. Outstanding job performance by employees will be recognized in numerous ways and in many formats, including but not limited to the following types of recognition: employee benefit programs; the Employee of the Month recognition; highlighting achievement in College news media and publications; use of the "Outstanding Performance Commendation" form; District, campus and constituency award programs; etc.

III. Corrective Approaches to Inappropriate Employee Performance

- A. The College reserves the right, in its sole discretion, to determine appropriate discipline in individual cases, consistent with state and federal law. Nothing in these procedures shall be regarded as conferring any right upon an employee or imposing any limitation upon the College regarding discipline of any particular severity, or disciplinary actions in any particular sequence.

Each instance of inadequate work performance or misconduct is to be judged individually, and the employee's Administrative Supervisor shall initially determine the discipline to be applied based upon the severity of the infraction, the employee's previous work record, and precedent in similar cases. The following are suggested guidelines to assist the Administrative Supervisor in determining the appropriate disciplinary action.

The Administrative Supervisor may wish to consult with his/her supervisor(s) and/or with a designee from the Employee Relations Department prior to the initiation of any disciplinary, remediation, or corrective action with regard to unsatisfactory performance or misconduct by an employee.

- B. Corrective discipline may be used to deal with unsatisfactory performance or misconduct of an employee; however, emphasis will be to provide the employee with the opportunity to become aware of and correct the deficiency and to restore the employee to the status of a productive member of the College workforce.

* Note: The word "faculty" denotes instructors, counselors, and librarians.

C. Types of Corrective Remediation and Discipline:

1. Management of remediation and disciplinary actions: Normally, the process for managing corrective, remediation, and disciplinary actions will follow the flow chart included as part of this procedure.
2. Undocumented oral warning: This approach may be used in response to minor infractions or deficiencies in employee performance.
3. Documented warning: This approach may be used in response to intermediate or repeated infractions or deficiencies in employee performance. The Performance Counseling Record form is normally used to document this counseling session. The Performance Counseling Record Follow-up Report form is also normally used to document planned corrective action. Documentation of this corrective action is provided to the employee and to the second-line supervisor by the immediate supervisor.
4. Written reprimand: This approach may be used in response to serious or repeated infractions or deficiencies in employee performance and may be issued only by an Administrative supervisor/a designee from the Employee Relations Department. The Written Reprimand form is normally used to document this type of disciplinary action. A copy of the written reprimand shall be provided to the employee, to the second-line supervisor, and to the employee's Personnel File by the employee's Administrative supervisor.
5. Recommendation for suspension: If an Administrative Supervisor/a designee from the Employee Relations Department deems it appropriate based on continued repetition of infractions or based on the severity of an infraction or instance of misconduct a recommendation for the suspension is forwarded through administrative channels to the Vice President/Dean/a designee from the Employee Relations Department.

If the Vice President/Dean/a designee from the Employee Relations Department supports the recommended action, he/she shall forward the recommendation, normally with additional comment, to the President. The President shall review the recommendation and make a decision regarding the issue. If the President determines that suspension with or without pay is warranted, the following guidelines apply.

- a. If the employee has been employed under an employment contract (regular status), the employee will be afforded the opportunity for a hearing regarding the charges, in accordance with applicable Board Policy.
 - b. If the employee is a temporary employee (either full-time or part-time), the President or his/her designee, will notify the employee of the suspension and the effective dates.
6. Recommendation for dismissal: If an Administrative Supervisor/a designee from the Employee Relations Department deems it appropriate based on continued repetition of infractions or based on the severity of an infraction or instance of misconduct a recommendation for dismissal is forwarded through administrative channels to the Vice President/Dean/a designee from the Employee Relations Department. If the Vice President/Dean/a designee from the Employee Relations Department supports the recommended action, he/she shall forward the recommendation, normally with additional comment, to the President. The President shall review the recommendation and make a decision regarding the issue. If the President determines that dismissal is warranted, the following guidelines apply.
 - a. If the employee has been employed under an employment contract (regular status), the employee will be afforded the opportunity for a hearing regarding the charges, in accordance with applicable Board Policy.
 - b. If the employee is a temporary employee (either full-time or part-time), the President or his/her designee, will notify the employee of the dismissal and the effective date of the termination of the employment.
 7. Recommendation for nonrenewal of an employment contract: If an Administrative Supervisor/a designee from the Employee Relations Department deems it appropriate based on the overall job performance of the employee, continued repetition of infractions or based on the severity of an infraction or instance of misconduct, a recommendation for nonrenewal of the employee's contract

is forwarded through administrative channels to the Vice President/Dean/a designee from the Employee Relations Department. If the Vice President/Dean/a designee from the Employee Relations Department supports the recommended action, he/she shall forward the recommendation, normally with additional comment, to the President. The President shall review the recommendation and make a decision regarding the issue. If the President determines that nonrenewal is warranted, the President will notify the employee in accordance with applicable Board Policy.