

# Pine Technical and Community College Procedure

## 4.PTCC.9.1 Employee Evaluation

**Chapter:** 4 – Human Resources

**Date:** 05/26/2026

### **Part 1: Purpose**

The purpose of this procedure is to establish a consistent, fair, and transparent process for evaluating employee performance at Pine Technical and Community College (PTCC).

The annual performance evaluation is an opportunity to review accomplishments, provide feedback, set goals and identify personal and professional development for the next year. The annual performance evaluation is a part of the on-going process of performance management and coaching, while also assuring work performance aligns with institutional goals.

### **Part 2. Scope**

This procedure applies to all PTCC staff. Requirements may vary based on classification, bargaining agreements, and employment status.

### **Part 3. Responsibility**

Supervisors are responsible for conducting evaluations in a timely and consistent manner. Employees are responsible for participating in the process. Human Resources provides oversight and guidance.

### **Part 4. Evaluation Schedule**

Probationary employees are evaluated according to applicable agreements. Non-probationary employees are generally evaluated annually. Additional evaluations may be conducted as needed.

### **Part 5. Evaluation Process**

Supervisors notify employees, review performance materials, and may request self-evaluations. Evaluations are based on job-related criteria such as performance, communication, and service. Meetings are conducted to discuss results and set goals.

### **Part 6. Performance Improvement**



If performance is below expectations, supervisors identify deficiencies and may implement a performance improvement plan with follow-up reviews.

#### **Part 7. Record Retention**

Evaluations are maintained in accordance with record retention requirements and placed in personnel files.

#### **Part 8. Confidentiality**

Evaluation records are treated as personnel data and handled according to privacy laws and college policies.

#### **Part 9. Related Policies**

This procedure aligns with collective bargaining agreements, employment plans, and Minnesota State guidelines.

#### **Part 10. Review**

This procedure will be reviewed periodically and updated as needed.

#### **Related Documents:**

[Minnesota State Board Policy 4.9 Employee Evaluation](#)

[MinnState Performance Evaluation Form-Rev July 2021](#)

Minnesota State Labor Contracts and Plans

Minn. Stat. Ch. 43A State Personnel Management

Minn. Stat. 43A.20 Performance Appraisal and Pay

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*Date of Adoption: 5/28/2026*

*Last Reviewed: N/A*

*Next Review Date: 5/1/2031*

*Cabinet Approved: 5/28/2026*

*Custodian of Policy: Chief Human Resources Officer*

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#### **Procedure History:**

*Date and Subject of Amendments:*