



Annual Performance Evaluation Process

Exempt Employees – 200 and 300 Pay Plans

Evaluation cycle begins *October 1, 2021* and ends *January 7, 2022*.

Preparation Phase:

- Ensure Adobe PDF Reader is installed on computer.
**If not, contact IT at EXT: 3766
- Download Employee Performance Evaluation (200 or 300) form at www.learningcc.org/perform
**Please Note: Form must be opened via Adobe PDF Reader (Pro) to view automated calculation fields.

Phase One:

October 1 – October 31

- Assigned supervisor completes Employee Performance Evaluations form.
- Form is submitted to Department Director for review.
- Director returns form to Supervisor.
 - *Director may request supervisor make corrections or changes.*

November 1 – November 5

- Department Director submits proposed Merit Budget Spreadsheet to Human Resources for review at Compensation@cctexas.com.

November 15- December 3

- Executive Leadership Team will review, adjust, and approve all department Merit Budget Spreadsheets.

Phase Two (200 Pay Plan):

December 6- December 31

- Supervisor makes required changes (if any).
- Assigned supervisor meets with employee to review completed Employee Performance Evaluation and to set goals for next rating year.
- Employee reviews, acknowledges, and signs the performance evaluation form.
 - *Review employee comments prior to finalizing performance evaluation.*
- Supervisor submits signed and completed form to Department Director.
- Department Director ensures all form 12s for merit increases are complete and submitted to the Human Resources Department.
- Supervisor uploads signed and completed Employee Performance Evaluation form at <http://www.learningcc.org/performexempt> for the Human Resources Department to review and file into employee file.

Phase Two (300 Pay Plan):

December 6- December 31

- *Executive Leadership Team* submits approvals or changes to supervisor through Assistance City Manager /Department Director.
- Supervisor makes required changes (if any).
- Assigned supervisor meets with employee to review completed Employee Performance Evaluation and to set goals for next rating year.
- Employee reviews, acknowledges, and signs the performance evaluation form.
 - *Review employee comments prior to finalizing performance evaluation.*
- Supervisor submits signed and completed form to Department Director.
- Department Director ensures all form 12s for merit increases are complete and submitted to the Human Resources Department.
- Supervisor uploads signed and completed Employee Performance Evaluation form at <http://www.learningcc.org/performexempt> for the Human Resources Department to review and file into employee file.

Performance Evaluation Process Complete

Merit Increase effective January 7, 2022