



PIEDMONT TECHNICAL COLLEGE

EPMS

TITLE: Employee Performance Management System

RELATED POLICY AND PROCEDURES: 8-4-1000.1 Employee Performance Management System

DIVISION OF RESPONSIBILITY: Business and Finance

EPMS

The EPMS is to be used to evaluate the performance of all Institutional Officers and Educational Support personnel who occupy FTE positions, classified employees, unclassified non-teaching personnel, excluding librarians,

EPMS Time Line Schedule

Institutional Officers and Educational Support Personnel

Planning Stage

July-- begin the EPMS planning stage with their Supervisors (Rater). Rater presents planning document to his/her supervisor (Reviewer) for signature. Rater and Employee discuss planning document; obtain employee's signature; Rater signs plan.

August 1st—All signed EPMS plans are sent to the VP.

August 15th—VP sends signed EPMS plans to Human Resources.

Review Stage

February--review EPMS plan with Supervisor (Rater) and make necessary revisions.

Final Stage

May 15th-- EPMS document is completed by the Rater and presented to the Reviewer for signature. Rater discusses document with employee; obtains employee's signature; the Rater signs document.

June 1st-- All signed EPMS documents are sent to VP.

June 15th—VP sends all signed EPMS to Human Resources.

July 1st—Human Resources sends notification to State.



PIEDMONT TECHNICAL COLLEGE

EPMS

Classified Employees and Unclassified Non-Teaching Personnel

Planning Stage

October—begin the EPMS planning stage with their Supervisors (Rater). Rater presents planning document to his/her supervisor (Reviewer) for signature.

Rater and Employee discuss planning document; obtain employee's signature; Rater signs plan.

October 15th-- All signed EPMS plans are sent to the VP.

November 1st—VP sends all signed EPMS plans to Human Resources

Review Stage

February--review EPMS plan with Supervisor (Rater) and make necessary revisions.

Final Stage

August 1st-- EPMS document is completed by the Rater and presented to the Reviewer for signature.

Rater discusses document with employee; obtains employee's signature; the Rater signs document.

August 15th—All signed EPMS documents are sent to the VP.

September 1st— VP sends all signed EPMS documents to Human Resources.

September 30th --Human Resources sends notification to State.