

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**PROCEDURE**

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**PROCEDURE TITLE:** TEMPORARY EMPLOYEE (STAFF) PERFORMANCE  
MANAGEMENT SYSTEM (TEPMS)

**BASED ON POLICY:**

**REVISION NUMBER:**

**OFFICE OF  
RESPONSIBILITY:** HUMAN RESOURCES

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\_\_\_\_\_  
**PRESIDENT**

September 18, 2012

\_\_\_\_\_  
**DATE**

**DISCLAIMER**

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

**PURPOSE**

The purpose of this procedure is to outline the steps in the Temporary Employee Performance Management System (TEPMS) for temporary staff employees.

**PROCEDURE**

**I. GENERAL INFORMATION**

- A. The primary purpose of the TEPMS is to increase the overall efficiency of the agency by helping each temporary staff employee to improve his/her own performance. Other important purposes include:

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1. To provide an accurate and objective method for evaluating temporary staff employees.
  2. To maintain a documented history of the employee's performance.
- B. Temporary staff will be ineligible for re-hire until the completed appraisal document is received in the Human Resources Office.
- C. Evaluations will be based upon the temporary position description which corresponds to the temporary agreement.
- D. All temporary staff personnel shall have their performance evaluated in accordance with the following:
1. Evaluation is to be conducted no later than last day worked of contract.
  2. After their first evaluation, temporary employees frequently rehired in a similar capacity on very short term assignments need not be evaluated after each small contract, provided they are reviewed at least once every six months.
- E. Upon completion of the performance appraisal document, the supervisor shall forward the original to the Human Resources Office which shall become a permanent part of the temporary staff employee's official personnel file. The employee shall be furnished a copy of the performance appraisal document upon their request.
- F. Only the standard form as shown in Appendix A shall be used for TEPMS purposes.

## II. LEVELS OF PERFORMANCE

Job Functions and the Overall Rating will be evaluated as follows:

(U) UNSUCCESSFUL PERFORMANCE REQUIREMENTS: Temporary employee did not meet the performance requirements.

(S) SUCCESSFUL PERFORMANCE REQUIREMENTS: Temporary employee did meet the performance requirements.

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Appendix A:

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TEMPORARY STAFF EMPLOYEE PERFORMANCE APPRAISAL DOCUMENT

_____ TEMPORARY EMPLOYEE NAME	_____ JOB TITLE	_____ JOB DATES (match temporary agreement)
_____ DEPARTMENT/DIVISION	_____ SUPERVISOR	

<b>Job Purpose:</b>

<b>Job Functions:</b>	<b>%</b>	<b>(U) UNSUCCESSFUL PERFORMANCE REQUIREMENTS (S) SUCCESSFUL PERFORMANCE REQUIREMENTS</b>

Overall job performance: Successful Unsuccessful (circle one)

Would you rehire this person for this position? YES NO (circle one)

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor (please print name)

\_\_\_\_\_  
Employee (please print name)

**Reason for not obtaining Employee's Signature: (provide a brief statement)**

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Forward this original evaluation to the Human Resources Office.