

PRODUCTIVITY

All employees will be provided a list of required duties and will be evaluated regularly on those duties. The educational mission of ICC is complex and may require the completion of additional duties. Supervisors will communicate expectations and provide support and training to assist employees in successfully meeting all expectations.

If an employee is in a supervisory position and notices these standards are not being met, the supervisor should discuss productivity concerns with the staff member in a direct, calm and candid session. If the employee continues to struggle to meet these standards, the supervisor should contact Human Resources for guidance.

Effective: 07/13/2021