HR’s Education Assistance policy was posted to TCC’s web on October 17, 2018. Standard operating procedures and submission documents have been uploaded to the TCC HR (Human Resources>Divisions>) Training & Development webpage. Printable checklists for course enrollment by employment category and education objective are posted on the webpage for your convenience. Links to each fund administrating education assistance chair are also provided on the HR Training & Development link.

**PERFORMANCE MANAGEMENT CRITICAL DATES**

The following are critical fourth quarter dates:

**CLASSIFIED EMPLOYEES**

- October 1: Employees submit self-assessment to their supervisor.
- October 8: Supervisors complete Performance Evaluation(s) and forward to Reviewer for review and signature.
- October 22: Reviewer completes and returns Performance Evaluation(s) to the Supervisor.
- October 23-Nov 12: Supervisors conduct performance evaluation meetings with staff.
- November 26: Supervisors submit signed, original Performance Evaluations to HR via pouch. Scanned Performance evaluations transmitted to HR via secure file transfer.
- Oct 23-Dec 10: Supervisors conduct EWP review and/or update meetings with staff.

**ADMINISTRATIVE FACULTY**

- October/November 2018 Formative Feedback Sampling Group identified & notified
- October/November 2018 Formative Feedback Sampling Group Supervisors notified

**COUNSELORS & LIBRARIANS**

- Supervisors solicit formative feedback
- 2018 Self-Assessment due to supervisor
- Staff submits 2019 working priorities to Supervisor
- Supervisors meet with professional faculty to discuss accomplishments of 2018 working priorities & overall 2018 performance.
- 2018 Performance Evaluation due to Office of Human Resources January 15, 2019

*The Full 2018-2019 Administrative and Professional Faculty Calendar is posted on TCC’s web*

**2018 VIOLENCE AGAINST WOMEN ACT (VAWA) TRAINING BUNDLE**

The online 2018 VIOLENCE AGAINST WOMEN ACT (VAWA) TRAINING BUNDLE is now available. The bundle consists of three required and three discretionary courses:

<table>
<thead>
<tr>
<th>TITLE</th>
<th>FORMAT</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. TCC Policy 1108</td>
<td>(Document)</td>
<td>Required*</td>
</tr>
<tr>
<td>2. 2018 Violence Against Women-Clergy Overview</td>
<td>(Online)</td>
<td>Required (Non-CSA)**</td>
</tr>
<tr>
<td>3. 2018 Violence Against Women-CSA Overview</td>
<td>(Online)</td>
<td>Required (CSAs)*</td>
</tr>
<tr>
<td>4. TCC HR 2018 Violence Against Women Act Training Assessment</td>
<td>(Online)</td>
<td>Required</td>
</tr>
<tr>
<td>5. TCC HR 2018 Violence Against Women Act Training-Clergy &amp; Title IX</td>
<td>(Online)</td>
<td>Optional Videos/Resources</td>
</tr>
<tr>
<td>6. TCC HR 2018 Violence Against Women Act Training Resources &amp; Contact Information</td>
<td>(Online)</td>
<td>Optional</td>
</tr>
<tr>
<td>7. Clery Manual</td>
<td>(Document)</td>
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The bundle allows for self-paced completion. You must complete each of the required modules to complete 2018 training. Courses do not need to be taken in sequence, nor do the courses have to be taken in one setting. This training meets the requirement for college CSAs and other Faculty and staff.

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2 All previous VAWA modules are permanently available in the COVLC.
You will not receive your completion certificate until you complete the three required courses (which includes the assessment). Please Note: HR does not need your completion certificate. This information is captured in our weekly training report.

Classroom sessions will be conducted **January through March 2019**. Look for the classroom-training calendar in the **2019 First Quarter bulletin**. Reminder: all full and part-time faculty and staff are required to complete this mandatory training. The 2018 training period is November 2018 through March 31, 2019.

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**ETHICAL LEADERSHIP**

"If you have integrity, nothing else matters. If you do not have integrity, nothing else matters" Alan K. Simpson, Educator, Legal Professional, U.S. Representative, WY

The Office of Human Resources offers a management course: **TCC HR ETHICAL LEADERSHIP**. The course consists of four two-hour modules. The modules include video, discussion, case studies and practical exercises. Look for this course on the first quarter 2019 calendar!

1. Module 1: Understanding Ethics
2. Module 2: Your Best Self
3. Module 3. Ethical Leadership
4. Module 4: Case Studies

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Please contact me at dfaulks-brayboy@tcc.edu if you have any questions or concerns.