

CORNERSTONE BEHAVIORAL HEALTHCARE

HRM.15 PERFORMANCE EVALUATIONS

EVALUATION PROCESS:

All regular employees shall be evaluated on their performance by their immediate supervisor, based on a prescribed evaluation process.

Probationary Evaluation--to be completed by two (2) weeks before the end of the probationary period, a duration of six months from the date of hire.

Regular Evaluation--to be completed by employee's supervisor at some time within a month before the employee's anniversary date or, if the employee has been promoted, before the anniversary of employee's last promotion. In addition, an evaluation may be requested by the employee at any time.

After a discussion and review of the evaluation report, the employee shall sign the evaluation. This indicates that a review took place and not necessarily agreement with the evaluation. The employee may respond, in writing, to any/all of the evaluation.

Because of the obvious importance of evaluations, supervisors need to complete evaluations on a timely basis; no employee shall lose any benefit, salary, or otherwise, because of a late evaluation. An employee may choose to request in writing that the evaluation be promptly completed by the employee's Supervisor. If the expected deadline for completion has expired, a copy of said request should be sent to the Executive Director.

THE PURPOSES OF A PERFORMANCE EVALUATION:

To measure the employee's progress in achieving the employee's potential in the position.

To provide a forum for the supervisor and the employee to share and discuss successes, concerns, goals, and agreements or disagreements over job performance.

To document achievements or deficiencies in performing the various duties of the position and a corrective action plan if applicable.

An evaluation is not a prerequisite to a request for corrective action, or even to job termination, but such a result can occur from an evaluation.

An evaluation is neither a prerequisite to, nor an indicator of, a potential increase in salary.

Supervisors are not required to wait until the next formal evaluation to take action to correct a problem or deficiency. Such problems, if any, will be called to the employee's attention outside of the evaluation process and documented as necessary.

Notation of how such problems were resolved shall be documented in the employee's next evaluation.

Marginal performance may result in a thirty (30) day improvement plan for the employee at the discretion of the supervisor and as structured by the supervisor. Should the employee's performance improve and meet requirements, then that level of performance must be sustained in future by the employee. Failing that, employment may be terminated at the discretion of Cornerstone.

In any case where performance is clearly unsatisfactory, employment may be terminated at the discretion of Cornerstone.

Downing M. Rade, KPC 3-26-15
Executive Director/Date

Reviewed and revised: 12/13/10; 01/09/15 DAA; 03/25/15, LT