

Cornerstone Behavioral Healthcare

PM.13 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 is to be completed two (2) weeks before the end of the probationary period.

Regular Evaluation is to be completed by employee's supervisor within the thirty (30) days before the employee's anniversary date or, if the employee has been promoted, before the anniversary of employee's last promotion. In addition, an employee may request from his/her supervisor, in writing, an evaluation at any time. If the expected deadlines for completion not met, copy of said request should be sent to the Executive Director/Chief Executive Officer.

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

THE PURPOSE OF A PERFORMANCE EVALUATION:

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

To provide a forum for the supervisor and the employee to share and discuss concerns, goals, and agreements/disagreements over the way the job should be performed, or is being performed.

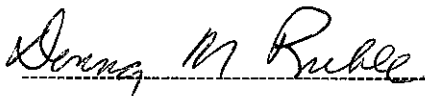
To document achievements, deficiencies, or problems, and with respect to the latter two, to provide a plan for corrective action.

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.

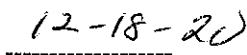
An evaluation is neither a prerequisite to, nor an indicator of, a potential increase in salary.

Supervisors are required not 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.

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



Executive Director



Date