

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE POLICY

NUMBER: BA111

NAME: PERFORMANCE EVALUATIONS

INITIAL APPROVAL DATE:	04/28/1998	BY: Sanilac CMH Board
(LAST) REVISION DATE:	07/19/2023	BY: HR Manager
(LAST) REVIEW DATE:	07/27/2023	BY: Policy Committee
DISCONTINUED DATE:	NA	REPLACE BY: NA

I. PURPOSE

The Employee's Supervisor is required to complete evaluations timely to each employee in order to give employees feedback and assist them in success with their role with Agency.

II. STANDARDS

The Employee's Supervisor is required to evaluate each employee. The following schedule will be used as a guide to perform reviews

A. NEW HIRES

1. Six (6) months after the staff member's hire date
2. Twelve (12) months after the Six (6) month review
3. Annually thereafter

B. TRANSFERS

1. If within 2 months of expiration of prior review, the new supervisor completes an evaluation once due, based upon the staff member's previous position with the previous supervisor's input

Between scheduled appraisals, supervisors should discuss with employees on an informal basis any performance issues that warrant attention and should keep records of any significant incidents on an ECM Improvement Plan Form.

Supervisors, in evaluating employees, should consider such factors as the experience and training of the employee, the job description, and the employee's attainment of previously set objectives and goals. Other factors that normally should be considered include, but are not limited to, knowledge of the job, quantity and quality of work, promptness in completing assignments, cooperation, initiative, reliability, attendance, judgment, conduct, and acceptance of responsibility.

Supervisors, in completing evaluations, should prepare a review of each employee's job performance. The evaluation should include the supervisor's comments and recommendations, and performance goals for the next evaluation period. The supervisor and employee should meet and discuss the evaluation, assess the employee's strengths and weaknesses in a constructive manner, and set objectives and goals for the period ahead. The employee should be given the opportunity to examine the evaluation and make comments about any aspect of it. The employee will then sign off.

Information derived from the performance appraisal may be considered when making decisions affecting an employee including, but not limited to, decisions concerning training needs and opportunities, pay, promotion, transfer, or continued employment.

III. ATTACHMENTS

IV. REFERENCES

- 0526 Employment Communication Memorandum (ECM) Improvement Plan
- 0527 Employee Communication Memorandum (ECM) - Accolades