

POLICY MANUAL

Subject: Employee Performance Evaluations and Competency Assessments **Effective Date:** 12/1/02

Initiated By: Cinde Stewart Freeman
Chief Quality Officer

Approved By: Boyd Smith
Chief Operating Officer

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03/14 cdb

POLICY:

In order to ensure the success of the organization's mission, Cumberland Heights conducts performance evaluations of all employees at the end of their go-day probationary period as well as annual performance evaluations of all employees. The performance evaluation completed at the end of the go-day probationary period as well as annual performance evaluations occurring every three (3) years will be accompanied by a competency assessment. This process is done in accordance with all applicable local, state, and federal laws and regulatory agencies.

PURPOSE:

Competency Assessments - The purpose of a competency assessment is to assess and document an employee's competency (i.e., knowledge, skills and abilities) for performing his/her job responsibilities and to establish a plan for the employee to meet expectations through orientation, training and coaching opportunities. Competency Assessments are completed as part of the initial orientation process and triennially thereafter. This process will also be repeated for internal transfers to new positions.

Performance Appraisals - The purpose of a performance appraisal is to assess, evaluate and document an employee's capability for performing his/her assigned job responsibilities and to take action for the employee who does not meet expectations through additional training and coaching opportunities, as appropriate. Performance Appraisals are completed after go-days and annually thereafter. This process will also be repeated for internal transfers to new positions.

PROCEDURE:

90-Day Performance Evaluations & Competency Assessments:

1. The Human Resources Director is responsible for notifying directors and supervisors of each employee's hire date and ending date of his/her 90-day probationary period, as well as providing the Performance Evaluation forms, the Competency Assessment forms, and general instructions.
2. The director and/or supervisor will complete the Performance Evaluation and Competency Assessment according to the General Instructions given and forward these to the appropriate supervising Executive Manager.
3. The supervising Executive Manager reviews and approves each Performance Evaluation and Competency Assessment.
4. Performance Evaluations and Competency Assessments are then returned to the director/supervisor for review with the employee. Employee comments and signature are obtained. The employee is provided a copy of his/her Performance Evaluation and Competency Assessment.
5. All original copies of the completed and signed Performance Evaluations and Competency Assessments are returned to the Human Resources Director for filing in each employee's personnel record.
6. Copies of the Performance Evaluations and Competency Assessments that do not meet the minimum requirements and/or competencies are reviewed and may be considered for an extended probationary period of no more than ninety (90) days as approved by the supervising executive manager.
7. The above steps will be repeated for any extended probationary periods.

Annual Performance Evaluations:

1. Executive Management is responsible for establishing the timeframe and deadlines for the annual performance evaluation process that may or may not include the competency assessments. This information is forwarded to the Human Resources Director.
2. The Human Resources Director is responsible for notifying directors and supervisors of the timeframes and deadlines established, as well as providing the Performance Evaluation forms and the general instructions.
3. The director and/or supervisor will complete the Performance Evaluation according to the General Instructions given and forward these to the supervising Executive Manager upon completion.

4. The supervising Executive Manager reviews and approves each completed Performance Evaluation.
5. Performance Evaluations are returned to the director/supervisor for review with the employee. Employee comments and signature are obtained. The employee is provided a copy of his/her Performance Evaluation.
6. All original copies of the completed and signed Performance Evaluations are returned to the Human Resources Director for filing in each employee's personnel record.

Triennial Competency Assessments:

1. Executive Management is responsible for establishing the timeframe and deadlines for the triennial competency assessment process. This information is forwarded to the Human Resources Director.
2. The Human Resources Director is responsible for notifying directors and supervisors of the timeframes and deadlines established, as well as providing the Competency Assessment forms and the general instructions.
3. The director and/or supervisor will complete the Competency Assessment according to the general instructions given and forward these to the supervising executive manager upon completion.
4. The supervising Executive Manager reviews and approves each completed Competency Assessment.
5. Competency Assessments are returned to the director/supervisor for review with the employee. Employee comments and signature are obtained. The employee is provided a copy of his/her Competency Assessment.
6. All original copies of the completed and signed Competency Assessments are returned to the Human Resources Director for filing in each employee's personnel record.

Disputed Performance Appraisals & Competency Assessments:

1. Copies of disputed appraisals and/or competencies are forwarded to the Chief Executive Officer and/or Executive Administrative Officer for review and signature. The CEO and/or Executive Administrative Officer may, at his/her discretion, meet with the employee, the supervisor/director, and the supervising Executive Manager. The CEO and/or EAO may add an addendum to the review at his/her discretion.
2. Following this final step, the Performance Evaluation and Competency Assessment (as applicable) is returned to the Human Resources Director for filing in each employee's personnel record.