

Big Bend Community Based Care Policy & Procedure

Series: 1100: Human Resources

Policy Name: Performance Appraisals

Policy Number: 1112

Origination Date: 02/17/2009

Revised: Board Meeting of 12/13/2018

Regulation: CFOP 60-5

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to establish a timeframe and procedure for an annual review of an employee's performance level.

Procedure

A. The Performance Appraisal will:

1. Lay the groundwork for a promotion or salary increase for an employee, an appraisal does not guarantee an adjustment in employee compensation.
2. Attempt to motivate a less-than-stellar performer who has the potential for greater achievement.
3. Lay the groundwork for the dismissal of an uncooperative, incapable or otherwise unacceptable worker.
4. Help BBCBC conduct an inventory of its personnel in search of ways to improve efficiency and productivity, reduce redundancy and find available workers for new assignments.

B. The Performance Appraisal will be based on a thorough and conscientious observation of the employee and work performed.

1. The Performance Appraisal will not be biased against a particular employee or group of employees.
2. The criterion used in the evaluation is the same for all employees with the same responsibilities.
3. The employee's immediate supervisor will evaluate the employee's work, prepare the evaluation and personally meet with the employee to review his/her progress.

C. Questions to consider when conducting a performance appraisal are:

1. Is the assigned work being accomplished on schedule?
2. Are the results of the expected quality?
3. Are all guidelines and rules being followed?
4. Is the employee above average, average, below average in productivity?
5. Are tasks properly organized and prioritized?
6. Does he or she properly represent BBCBC in dealings with customers, clients and other agencies?
7. Is he or she a candidate for promotion or additional responsibilities?
8. Is the employee in need of a strong push to encourage better performance or closer adherence to guidelines and rules?

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- 9. Is the employee so significantly below expectations that BBCBC needs to initiate the dismissal process?
- D. Written evaluations of each employee's performance will be scheduled on or near the end of the six-month orientation period and on or near the end of the first year of employment.
- E. After the first year of employment, written evaluations will be completed annually thereafter on or near the employee's anniversary date.
- F. The employee's immediate supervisor will evaluate the employee's work, prepare the evaluation and personally meet with the employee to review his/her progress.
- G. Evaluation factors should include skills and abilities required of the job, job duties, goals and objectives.
- H. Employees are given the opportunity to include written comments before entry of the evaluation into personnel records, to sign the performance review and obtain a copy.