

SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER

POLICY AND PROCEDURE MANUAL

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Policy 241 – Employee Performance Plan / Appraisals

I. POLICY

The Center recognizes the need to develop employee performance standards, establish employee performance goals and objectives unique to the individual, and provide feedback to the employee regarding his/her job performance. Performance plan/appraisals shall be conducted at the time of employment to establish employee performance goals and objectives, provide feedback on job performance, and include recommendations for employee development and improvement. A performance plan/appraisal shall be conducted for an employee whenever there is a change in his/her job position. The performance plan/appraisal shall also be utilized to outline the disciplinary plan of correction when applicable and to complete annual or other performance reviews as determined by the supervisor.

II. PROCEDURES

A. New Employees

The performance plan/appraisal process shall be initiated for new staff within the first week of employment. The administrative supervisor shall develop a performance plan with the new staff person utilizing the appropriate job description and recognized program objectives. This plan will be documented on Form SH-86 and will be reviewed at the ten week juncture of probationary employment status noting the goals and objectives accomplished to date as well as an assessment of the employee's skills and characteristics. If goals and objectives are satisfactory, the employee's probation will end on the 90th day of employment. If the goals and objectives have not been met, the supervisor will either extend probation for another 60 days or recommend that employment be terminated. The Personnel Coordinator shall provide the administrative supervisor a notice of the required dates so that performance plans/appraisals can be reviewed and updated. As each plan is developed, the original will be forwarded to Personnel and a copy provided to the employee.

B. Permanent Employees

When an employee transfers to another job position, a new performance plan/appraisal is to be completed within one week of the transfer date.

Subsequent review is to be completed at the ten week juncture. The Personnel Specialist shall provide supervisors with notices when an employee is transferred to their department for supervision.

When a supervisor determines that a Disciplinary Plan of Correction is needed (as per Policy 281), Form SH-86 will be utilized. In this plan, the supervisor will outline corrective goals and objectives as well as the target date for review/completion.

The performance plan/appraisal form shall also be utilized for annual or other reviews as deemed necessary by the administrative supervisor. The performance plan/appraisal shall be reviewed directly with the employee by the administrative supervisor (and clinical supervisor if available). The employee will be given the opportunity to provide any written comments.