

CHAPTER Human Resources	CHAPTER 05	SECTION 001	SUBJECT 170
SECTION Personnel		DESCRIPTION Performance Appraisals	
WRITTEN BY Richard I. Berman, CBHE, Ph.D.	REVISED BY Amy Morrison, BS Human Resources Manager	AUTHORIZED BY Brooke Sankiewicz, LMSW, CADC CEO	

APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input type="checkbox"/> Independent Contractors	<input type="checkbox"/> Students	<input type="checkbox"/> Interns
<input type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) employees receive an ongoing annual performance appraisal (PA).

PROCEDURES:

- A. Written annual PAs are completed by the department supervisor on or before the employee’s employment anniversary date or annually at a date designated by the organization.
- B. It is the supervisor’s or the Chief Executive Officer’s (CEO) responsibility to initiate the PA process prior to the anniversary of employment date.
- C. Following lateral transfers and promotions, annual PAs are completed on the transfer or promotion date.
- D. LCCMH Form #418 Performance Appraisal is used for annual PAs. This form is not customized for each job description.

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- E. Each employee's annual PA includes a reference to the employee's extra assignments not included in the job description as well as the supervisor's assessment of the work the employee is doing in regard to these tasks.
- F. Each PA includes the evaluator's signature, the employee's signature, and the signature of the subsequent authority CEO. In the event an employee wishes to offer amplification regarding a particular point(s), the employee may attach an addendum. In the event problems regarding the appraisal cannot be resolved between the employee and their supervisor, the problem may be taken to the CEO.
- G. Goals for the next appraisal period and a professional development plan are negotiated between the employee and the supervisor.
- H. Human Resources staff distributes completed copies of employees' PAs as follows:
 - 1. The original is placed in the individual CMH department employee file
 - 2. Copies are given to the supervisor(s) and to the employee
- I. The PA is based on objective information rather than subjective information. Clinical competence is determined based on a number of factors, including a review of the clinical record, review of any satisfaction questionnaires, and other written clinical documentation. When evaluating competence the supervisor also utilizes personal observation, as well as feedback received throughout the year from persons served.
- J. PA of support staff competence is based on the supervisor's direct observation of job performance as well as feedback received throughout the year from other persons utilizing the services of the support staff.

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DEFINITION:

Performance Appraisal: An integral condition of professional employment. It is a tool for assessing strengths and for pointing out areas of needed growth. Performance appraisal is an on-going process whereby supervisors formally and informally evaluate performance and review it with the employee. This process provides an opportunity to view performance objectively, study progress, establish goals and discuss job-related matters.

REFERENCES:

LCCMH Form #418 Performance Appraisal

AM:rb

This policy supersedes
#02/01008 dated 02/23/2001
