

CHAPTER Human Resources	CHAPTER 05	SECTION 001	SUBJECT 170
SECTION Personnel		DESCRIPTION Performance Evaluations	
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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 evaluation.

PROCEDURES:

- A. Written annual performance evaluations 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 performance evaluation process prior to the anniversary of employment date.
- C. Following lateral transfers and promotions, annual performance evaluations are completed on the transfer or promotion date.

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- D. LCCMH Form #418 Performance Evaluation is used for annual performance evaluations. This form is not customized for each job description.
- E. Each employee's annual performance evaluation 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 performance evaluation 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 evaluation cannot be resolved between the employee and their supervisor, the problem may be taken to the CEO.
- G. Goals for the next evaluation period and a professional development plan are negotiated between the employee and the supervisor.
- H. Human Resources staff distributes completed copies of employees' performance evaluations as follows:
 - 1. The original is placed in the individual CMH department employee file
 - 2. A copy is given to the employee
- I. The performance evaluation 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. Performance evaluation 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 Evaluation: An integral condition of professional employment. It is a tool for assessing strengths and for pointing out areas of needed growth. Performance Evaluation is an on-going process whereby supervisors formally and informally evaluate performance and review it with the employee. It involves collecting and interpreting information about an employees work, providing feedback, and setting goals for the future.

REFERENCES:

LCCMH Form #418 Performance Evaluation

AM:lr

Supersedes:02/01008 dated 02/23/2001