LAPEER COUNTY COMMUNITY MENTAL HEALTH **Date Issued** 02/23/2001
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CHAPTER Human Resources	**CHAPTER** 05	**SECTION** 001	**SUBJECT** 170
SECTION Personnel	**DESCRIPTION** Performance Evaluations		
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APPLICATION:

☒CMH Staff	☐Board Members	☐Provider Network	☐Employment Services Providers
☐Employment Services Provider Agencies	☐Independent Contractors	☐Students	☐Interns
☐Volunteers	☐Persons Served		

POLICY:

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

STANDARDS:

A. Evaluations promote growth, open dialog, physical safety, trust, and engagement within the organization.

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. New staff will have a written evaluation in their fourth month of hire.

B. Following lateral transfers and promotions, annual performance evaluations are completed on the transfer or promotion date.

C. LCCMH Form #418 Performance Evaluation is used for annual performance evaluations. This form is not customized for each job description.

D. 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.

E. During the evaluation meeting, the supervisor and staff engage in a two-way discussion valuing transparency and shared decision making. The supervisor invites feedback about the results of the evaluation.

F. Each performance evaluation includes the evaluator's signature, the employee's signature, and the signature of the CEO. In the event an employee wishes to offer clarification 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. Professional development goals for the next evaluation period 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.

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

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