


CHAPTER Human Resources	CHAPTER 05	SECTION 001	SUBJECT 170
SECTION Personnel		DESCRIPTION Employee 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 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 evaluation process prior to the anniversary of employment date.
- C. Following lateral transfers and promotions, annual evaluations are completed on the transfer or promotion date.

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- D. LCCMH Form #78 (Employee Evaluation) is used for annual evaluations. This form is customized for each job description.
- E. Each employee's annual 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 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) in their evaluation, the employee may attach an addendum to the evaluation. 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' evaluations as follows: the original is placed in the individual CMH department employee file, and copies are given to the supervisor(s) and to the employee.
- I. The 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. 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:

Employee evaluation: 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.

AM:mgr

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