

NORTHCARE NETWORK

POLICY TITLE: Performance Evaluation	CATEGORY: Personnel	
EFFECTIVE DATE: 1/1/15	BOARD APPROVAL DATE: 12/10/14	
REVIEW DATE: 6/26/24	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
RESPONSIBLE PARTY: HR Specialist	CEO APPROVAL DATE: 7/2/24 Megan Rooney, CEO	

APPLIES TO

NorthCare Network Personnel

POLICY

Performance evaluations will be completed on each employee at the end of their initial employment (introductory) period(s) and annually.

PURPOSE

The purpose of this policy is to establish procedures for evaluating employees' performance and communicating performance expectations.

DEFINITIONS

N/A

REFERENCES

Professional Development Tool Form
Initial Employment (Introductory) Period Policy

HISTORY

NEW POLICY – 1/1/15

REVISION DATE: 8/22/16, 6/23/17, 2/19/19, 12/3/19, 7/18/23, 5/6/24, 6/26/24

REVIEW DATE: 12/3/14, 10/19/15, 8/22/16, 6/23/17, 4/20/18, 2/19/19, 12/3/19, 10/27/20, 8/26/21, 7/18/23, 5/6/24, 6/26/24

CEO APPROVAL DATE: 12/3/14, 11/9/15, 9/6/16, 7/13/17, 5/10/18, 3/14/19, 12/9/19, 11/3/20, 9/7/21, 8/1/23, 6/11/24, 7/2/24

BOARD APPROVAL DATE: 12/10/14

PROCEDURE

The Human Resource (HR) Specialist will assign annual trainings in January with a six-week deadline to complete. The HR Specialist will notify the supervisor if an employee has not finished their trainings.

Annual employee performance evaluations will be done in the first and second quarter of the calendar year. The HR Specialist will email staff the Professional Development Tool form, job description, and previous telecommuting form (if applicable). All staff must complete the professional development tool form and email it to their supervisor within 30 days.

Supervisors will have 60 days to complete evaluations and meet with staff. Supervisors will also review job description and telecommuting form (if applicable) when meeting with staff. All annual evaluations will be completed by June 30.

Step increases will occur on an employee's most recent date of appointment, if the employee is in "good standing" at NorthCare and will follow NorthCare's Compensation/Pay Philosophy Policy.

When an employee changes positions, an annual performance evaluation will not be completed for their previous position. The HR Specialist will send the employee a memo and place it in their personnel file.

An evaluation will be completed at the end of an employee's introductory period as outlined in the Initial Employment (Introductory) Period Policy.