

POLICY AND PROCEDURE

PERFORMANCE MANAGEMENT PLAN

6015

Employee performance review:

The purpose of performance review at the Bullhook Community Health Center, Inc. is:

1. To positively improve performance by praise, encouragement or constructive review of past performance.
2. To establish performance goals.
3. To provide a permanent record of employee performance.
4. To provide the opportunity for a supervisor to evaluate an employee's performance and to discuss that performance.
5. To hear employee suggestions which may improve methods, performance or morale.
6. To establish a basis for the Board to award salary increases when appropriate.

Written performance reviews will be conducted at 3 months of employment, 6 months of employment, and thereafter annually in February. The Bullhook Community Health Center, Inc. Annual Performance Review form will be used to document the review. This form will be provided to the employee by the supervisor no less than two weeks before the appraisal meeting. The employee will have one week to write in their inputs in the Goal Accomplishment section. The employee will then give the form back to the supervisor no later than one week before the appraisal meeting. The supervisor will add his/her input in all sections.

The appraisal meeting will be used for the supervisor and employee to discuss performance and then set mutually agreeable goals and training requirements for the coming year. At the end of the meeting, both parties will sign the form. The employee may then keep the form for no more than five working days to add any additional comments. The employee will return the form to the supervisor who will pass it to the next level supervisor for final review. A copy of the final form will be given to the employee and the original will be kept in the employee's personnel file in the Executive Director's office.

Informal performance reviews will be conducted in conjunction with employee orientation activities. These may be written or verbal. A copy of any written reviews will be given to the employee and the original maintained by the supervisor. No specific format is required.

Information about an employee's performance review is confidential. The performance review will be conducted in private. The employee may respond to the review in writing. The employee is required to sign the review form. A copy of the review form and the employee's comments, if any, will be reviewed by the second-level supervisor and then placed in employee's personnel file, with a copy given to the employee.

Goal Setting:

An important aspect of the performance review is setting goals for the coming year. Employee goals should be based on Bullhook Community Health Center, Inc. organizational goals and on their individual position description. Goals should always be measurable, observable, and achievable, but should challenge the employee to perform at the highest level.

Employees should come to the performance review meeting with a set of tentative goals for discussion with the supervisor. After discussion, the agreed upon goals will be written on the Performance Review form and will be the basis for the next year's evaluation.

Training or Education Requirements:

Employees and supervisor should discuss what training will be necessary during the coming year to accomplish the next year's goals and to maintain appropriate certifications and licenses. Specific dates and courses are not required, but the list should be as complete as possible so that budgeting for training and education can be accomplished.

Employee Incentives and Compensation:

Depending on financial circumstances, the Board may consider employee incentives and compensation such as cost of living increases or salary increases.

Cost of living increases will not be performance driven.

Salary increases, if any, will be determined by the Executive Director, based on the Compensation Plan approved by the Board of Directors.

Announcement of any incentive or compensation Board decisions will be made to the employee by their supervisor after the Board meeting where the decisions are made.

Any incentive payments or salary increases will be effective May 1 of that year.

Andy Smith
CHIEF EXECUTIVE OFFICER

Date: 3-4-11

Eric [Signature]
CHAIR, BOARD OF DIRECTORS

Date: 1/19/11

Date: _____
Approved – Policy/Compliance Committee

Date: 1-15-08
Approved - Board of Directors