

POLICY

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.

Written performance reviews will be conducted annually in February for all employees. 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 prior to the appraisal meeting. The employee will complete the Goal Accomplishment section. The employee will then give the form back to the supervisor prior to the appraisal meeting. The supervisor will complete all other sections.

Information about an employee's performance review is confidential. The performance review will be conducted in private. 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 are required to sign the form. The employee may respond to the review in writing. The supervisor will submit it to the CEO for final review. A copy of the evaluation will be given to the employee and the original will be kept in the employee's personnel file in the CFO'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 in the employee's personnel file. No specific format is required.

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.

Training or Education Requirements:

Employees and supervisor should discuss what training will be necessary during the coming year to accomplish the next years 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 during the budget approval process.

Cost of living increases will not be performance driven.

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

Any incentive payments or salary increases will be effective upon completion of evaluations



 CHIEF EXECUTIVE OFFICER

Date: 7-8-19



 CHAIR, BOARD OF DIRECTORS

Date: 7-8-19

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