



Title: Policy and Procedure

Page: 1 of 1

Section: 4 Human Resource Management

Date: June 1, 2018

Policy: HH4-2J.01 Individual Performance Evaluations

Replaces: December 1, 2017

Policy: To provide a written policy and procedures that established and implemented regarding written Individual Annual Performance Evaluations being completed for all personnel based on specific job descriptions. The results of annual performance evaluations are shared with personnel.

Procedure:

- A. All Personnel hired by FFHC will receive a Performance Evaluation Plan (PEP)
 - a. This will be conducted within 30 days of employment by the staff members direct supervisor and signed off by the Contractor/Employee, Direct Supervisor and Senior Supervisor.
 - b. This will review the Staff Members Job descriptions and set goals in 3 major categories:
 - i. Leadership & Growth
 - ii. Excellence & Execution
 - iii. Talent & Learning
 - c. 6 months after the initial hire date the supervisor will have another counseling with the staff member to review progress and to assist with any deficiencies or provide additional training opportunities
 - d. 9 months to 12 months the supervisor will meet with the staff member to provide information about the Annual Appraisal Process and schedule the Annual Appraisal Meeting
- B. All Personnel Hired by FFHC will receive an Annual Appraisal, 12 month from their hire date
 - a. This will be conducted by their Direct Supervisor.
 - i. The supervisor will allow the staff member to do a self-assessment of their performance and at the same time prior to seeing the results of the staff members self-assessment will conduct a separate assessment of the staff member performance
 - ii. Then a meeting to discuss the assessment will be conducted to discuss any major differences in the staff members work performance and develop a plan to help improve the staff members performance will be established.
- C. The Senior Supervisor will review the Annual Appraisal and sign off on the Appraisal.
 - a. Then the Senior Supervisor will convert the result to Quantitative data to determine the overall ranking the staff member on a scale of 1 to 5 Rating:
 - i. 1 equal to Unsatisfactory
 - ii. 2 equal to Needs Improvement
 - iii. 3 equal to Satisfactory
 - iv. 4 equal to Superior
 - v. 5 equal to Outstanding

Departments Involved in Development: Board of Directors, Compliance Committee, Legal Counsel
Reviewed by Executive Board and approved by the Board 6/1/18
Reviewed by Compliance Officer and approved 6/1/18
All previous versions are obsolete