

	Title: Policy and Procedure	Page: 1 of 1
	Section: 1 Organization and Administration	Date: February 8, 2017
	Policy: 2B Personnel Management	Replaces: August 12, 2015

- A. The Human Resource Managers duties are as follows (refer to job description).
- B. All employees are evaluated initially 90 days after hire date and annually from their hire date; by their immediate supervisor. They are scored based on the following:

1. Service Delivery
2. Community Resources and Support Systems
3. Technical Skills and Communication
4. Health and Safety Activities
5. Work Habits
6. Personal Attributes
7. Accountability
8. Home Maker Activities
9. Personal Care Activities
10. Supervisor Activities

Any area that does not meet standards at the time of the evaluation will be noted and the employee will be advised of ways to make improvements as well as any recommendations for additional training. Upon the next review, the critical areas will be re-addressed and more focus will be placed on those particular areas.

- C. The President is solely responsible for the oversight of all management. Although responsibility is placed in accordance to a chain of command, it is primarily the responsibility of the President to ensure the program is functioning per state guidelines, and all policies and procedures are being followed. The President, COO and Financial Advisor is responsible for all fiscal affairs.
- D. The Executive Committee reviews all policies and procedures on an annual basis. Each policy is reviewed, discussed amongst all members, and any changes to be made are done at that time. During the review, it is too discussed of any additional policies that may need to be created.