

Cornerstone Behavioral Healthcare

PM.13 Performance Evaluations

EVALUATION PROCESS:

All Cornerstone Behavioral Healthcare (CBH) employees shall be evaluated on their performance by their immediate supervisor, based on a prescribed evaluation process.

Probationary evaluation is to be completed two (2) weeks before the end of the probationary period.

Annual evaluation is to be completed by employee's supervisor within the thirty (30) days before the employee's date of hire anniversary. In addition, an employee may request from their supervisor, in writing, an evaluation at any time. If the expected deadline for completion is not met, copy of said request should be sent to the CEO.

After a discussion and review of the evaluation report, the employee shall sign the evaluation. This indicates that a review took place and does not necessarily indicate agreement with the evaluation. The employee may respond, in writing, to any/all of the evaluation.

A PERFORMANCE EVALUATION WILL/CAN:

- Measure the employee's progress in meeting standards and objectives of the position
- Provide a forum for the supervisor and the employee to share and discuss concerns, goals, and agreements/disagreements over the way the job should be performed, or is being performed
- Review the employee's job description for accuracy and need for update based on position requirements, organizational needs and licensing regulations*
- Document achievements, deficiencies, or problems, and with respect to the latter two, to provide a plan for corrective action

A PERFORMANCE EVALUATION WILL NOT:

- Be needed to implement a plan for corrective action or job termination
- Be an prerequisite, nor an indicator of, a potential increase in salary
- Replace timely corrective action when needed; problems and deficiencies will be addressed as they arise, to be discussed with employees outside of the evaluation process, with resolution documented in the next evaluation

Frank Willard

CEO

09/20/2024

Date

*As specified in 10-144 CMR Ch. 123.13.D