Cornerstone Behavioral Healthcare
PM.13 Performance Evaluations

EVALUATION PROCESS:
All Cornerstone Behavioral Healthcare employees will be evaluated on their performance by their immediate supervisor, according to the prescribed evaluation process.

- **Probationary Evaluation:** To be completed at least two (2) weeks before the end of the probationary period.
- **Annual Evaluation:** To be completed by the employee's supervisor within thirty (30) days prior to the previous year's signature date. Employees may also request an evaluation in writing at any time. If the evaluation is not completed by the expected deadline, a copy of the request should be forwarded to the CEO.

After a discussion and review of the evaluation report, the employee will sign the evaluation to acknowledge that a review took place. Signing does not necessarily indicate agreement with the evaluation. Employees may provide a written response to any or all parts of the evaluation.

A PERFORMANCE EVALUATION WILL/CAN:
- Measure the employee's progress in meeting the 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 is being, or should be, performed
- Review the employee's job description for accuracy or 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 a prerequisite for, nor an indicator of, a potential increase in salary
- Be needed to implement a plan for corrective action or job termination
- 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
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CEO

09/23/2025
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Date

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