

DEPARTMENT: HUMAN RESOURCES	POLICY DESCRIPTION: PERFORMANCE APPRAISALS
APPROVED:	REVIEWED:
REPLACES: C-11-02 - WRITTEN JOB DESCRIPTIONS; C-11-04 - RECRUITMENT INCENTIVES; C-11-13 - MERIT INCREASES; C-11-14-ACTING STATUS; C-11-15- PROMOTION, TRANSFER, OR DEMOTION; AND C-11-16 - TEMPORARY TRANSFER	RETIRED:
ADOPTED:	REVISED: 11/17/2016
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SCOPE: This policy shall apply to all ARH employees. For those employees governed by a collective bargaining agreement, the pertinent agreement shall be the controlling document in the event of any portion of this policy that is inconsistent with the terms of a collective bargaining agreement.

PURPOSE: To provide a formal system for evaluating employee performance to assist ARH in identifying and correcting performance problems, plan employee career development, assess readiness for transfer or promotion, determine compensation and improve productivity by communicating goals and expectations to employees.

DEFINITIONS: It is the policy of Appalachian Regional Healthcare, Inc. (ARH) that the job performance of each employee should be evaluated periodically by the employee's supervisor.

PROCEDURE:

I. TIMING

- A. Supervisors should complete performance appraisals upon the following occasions:
 1. During the probationary period as outlined in Probationary Employees, C-1-21.
 2. In conjunction with the yearly salary review.
 3. When the employee is transferred or promoted to a new job.
 4. When the employee is assigned a new supervisor.

- B. If a performance appraisal has been completed within one month of the above occasions, a new appraisal does not need to be completed (except probationary employees). Between scheduled appraisals, supervisors should discuss with employees on an informal basis any performance

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issues that require attention and should keep records of any significant incidents.

II. FACTORS TO CONSIDER

In evaluating employees, supervisors should consider factors such as:

- A. Experience and training
- B. Job description
- C. Employee's attainment of previously set objectives and goals
- D. Knowledge of the position
- E. Quantity and quality of work performed
- F. Promptness in completing assignments
- G. Cooperation
- H. Initiative
- I. Reliability
- J. Attendance
- K. Judgment
- L. Conduct
- M. Acceptance of responsibility

III. WRITTEN JOB DESCRIPTIONS

ARH requires written job descriptions for all positions with the company. The job description will contain the purpose of the job, the essential functions of the job, the work to be done, the supervision of the work, the qualifications required, and where appropriate, working conditions affecting the job. The Human Resources department has ultimate responsibility for the development of job descriptions. All job descriptions are reviewed annually to assure that they reflect current responsibilities. Employees' performance shall be reviewed in relation to the written job description.

IV. REVIEW

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Department heads should review each supervisor's written evaluation to help assure that the evaluation has been completed properly in as fair and objective manner as possible.

V. MEETING

The supervisor and employee should meet and discuss the evaluation, assess the employee's strengths and weaknesses in a constructive manner, and set objectives and goals for the coming period. The employee should be given the opportunity to examine the evaluation and make written statements about any aspect of it. The employee and supervisor then should sign and date the evaluation and forward it to the Human Resources Department for a review and inclusion in the employee's personnel file.

VI. The procedures discussed in this policy are only guidelines. ARH may, in its sole discretion, modify or revoke them in whole or in part at any time. Therefore, these procedures are not a promise or contract, express or implied, and ARH retains the right to determine whether and how they will be applied, depending on the circumstances.