



# Employee Performance Evaluation Policy

<b>Original Effective Date:</b> July 27, 2017	<b>Review / Revision Date:</b>	<b>Board of Health Resolution:</b> 2017.07.097
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**Maintenance Steward:** Health Commissioner      **History:**  New    Revised    Archived

**Organizational Scope:**

Full Agency    Administration    Community Services    Environmental Health    Health Services

**Frequency of Review:**

Annually    Biennially    5 Years    As Needed    Other:

**Location:**

G-Drive: G: → Users → Common → Policies & Procedures

Website: [www.lucascountyhealth.com/employee-login/](http://www.lucascountyhealth.com/employee-login/)

Hardcopy: Policy & Procedure Manual, HR Office

Archived Version(s):

## Requisite Signatures

- |                                                                                                                                                                                     |                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <input checked="" type="checkbox"/> <u></u><br>Board of Health President                         | <u>7/27/2017</u><br>Date |
| <input checked="" type="checkbox"/> <u></u><br>Health Commissioner                               | <u>07-28-17</u><br>Date  |
| <input type="checkbox"/> <u>        </u><br>Vacant                                                                                                                                  | <u>        </u><br>Date  |
| <input checked="" type="checkbox"/> <u></u><br>Director of Administrative Services               | <u>7-28-2017</u><br>Date |
| <input checked="" type="checkbox"/> <u>        </u><br>Director of Environmental Health & Community Services                                                                        | <u>        </u><br>Date  |
| <input checked="" type="checkbox"/> <u></u><br>Director of Health Promotion & Policy Integration | <u>7/27/2017</u><br>Date |
| <input checked="" type="checkbox"/> <u></u><br>Director of Health Services                       | <u>7-31-17</u><br>Date   |
| <input checked="" type="checkbox"/> <u></u><br>Director of Human Resources                       | <u>7-31-17</u><br>Date   |



## Employee Performance Evaluation Policy

### I. Policy

To promote an open, honest, and productive work environment, it is the policy of the Toledo-Lucas County Health Department to require regular assessments of employee performance for all staff.

### II. Scope

This policy applies to all employees, contract staff, temporaries, and interns at the Toledo-Lucas County Health Department.

### III. Purpose

The purpose of this policy is to set forth the guidelines for supervisors and management to consistently complete employee performance evaluations for all staff regardless of division or supervisor.

### IV. Background

This policy supports the criteria established by the Public Health Accreditation Board:

- A. Measure 8.2.1:** An Agency Workforce Development Plan that includes an assessment of current staff competencies against an adopted set of core competencies.
- B. Measure 8.2.2:** Competency-based job descriptions available to staff.
- C. Measure 8.2.3:** Staff participation in a personal professional development plan
- D. Measure 11.1.5:** Performance Evaluation process based on job/position descriptions and individualized development plans.

### V. Performance Evaluations

- A.** Detailed procedural guidance for completing performance evaluations, including special circumstances, can be found within the *Employee Performance Evaluation Standard Operating Procedure* located the office of the Human Resource Director.
- B.** All performance evaluations shall be completed using an appropriate form template provided by the Department of Human Resources.

#### C. Evaluation Interval

1. Employee performance shall be evaluated annually based on the month of each employee's anniversary date of hire.

- a. For example, an employee hired in June shall have an evaluation period from June 1<sup>st</sup> of the previous year to May 31<sup>st</sup> of the current year.
2. Summer Escrow staff will be evaluated in January every year and shall not have their performance evaluation interval tied to their anniversary date.
3. Supervisors completing employee performance evaluations shall have up to two weeks after the employee's anniversary month to complete the entire evaluation process.
  - a. This includes completing the evaluation form, submitting it for appropriate review and approval prior to review with the employee, reviewing the performance evaluation with the employee and capturing any comments the employee may have, and finally turning the evaluation in to the Human Resources Department.

#### **D. TLCHD Employees**

1. Each full and part-time employee's immediate supervisor (the person they directly report to) shall be responsible for completing their annual performance evaluation.
  - a. In the event the immediate supervisor is not available, then the next management level up shall serve as the evaluator of the employee's performance.
    - i. For evaluation of Registered Nurses, in the event the next management level up is not an RN, an RN in management must be consulted to evaluate all specific nursing duties the employee is expected to perform.
    - ii. For evaluation of medical providers (i.e., physicians, mid-levels, dentists), in the event the next management level up is not a provider of equal or greater qualifications, such a provider must be consulted when evaluating all duties related to the provision of medical care.
2. The Health Commissioner's evaluation shall be completed by the Board of Health.

#### **E. Probationary Employees**

1. Probationary Employees shall have their performance evaluated two (2) times during their probationary period.
  - a. The first probationary evaluation shall occur half-way through the probationary period.

- b. The second probationary evaluation shall occur prior to the end of the employee's probationary period but not sooner than 10 calendar days from the end of their probationary period.
- c. Please refer to the *Employee Performance Evaluation Standard Operating Procedure* for information on the specific time-frames for bargaining and non-bargaining employees.

## F. Interns

1. Students accepted into internship roles at the Toledo-Lucas County Health Department shall be evaluated on their performance prior to the end of their internship. Their evaluator shall be the primary staff member under whose direction the internship was coordinated or completed.
  - a. The evaluator must complete and review the evaluation with the intern prior to the end of the internship.
  - b. This evaluation shall be submitted to the student's academic advisor or internship advisor, as appropriate.
  - c. A copy of the intern's evaluation shall be submitted to the department's Human Resources Department for appropriate record retention.
    - i. Should the intern subsequently apply for an open job posting at the Health Department, and be invited for an interview, any intern evaluations on file should be provided to the interview committee for consideration.

## VI. Maintenance

### A. Review

1. The *Employee Performance Evaluation Policy* is to be reviewed biennially to ensure compliance with both agency and accreditation standards.

### B. Revision

1. All changes made to this policy are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.
2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.

## VII. Glossary

- A. **Summer Escrow**: refers to employees whose work schedule and duties result in an off-duty status for two (2) to three (3) months every year but still receive wages on a calculated schedule to ensure benefits are maintained throughout the year.

## Record of Change

(Required for all policies)

Date of Change	Changes Made By	Changes Made/Notes	Approved By