



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

PERFORMANCE PLANNING AND EVALUATION

Effective Date: January 10, 2019

Policy: HR-12

Page 1 of 3

- I. **PURPOSE:** To provide a uniform, consistent method of performance evaluation for employees.
- II. **POLICY:** Written performance evaluations will be completed for each employee annually. Montana State Hospital (MSH) expects supervisors to provide employees with additional feedback about performance on an ongoing and less formal basis throughout the year and to follow up on performance deficits immediately.
- III. **DEFINITIONS:**
 - A. **Appraiser:** A supervisor or lead worker is expected to provide and complete employee performance evaluations. Employees are generally appraised for a 12-month period.
 - B. **Evaluation:** The formalized process of providing feedback and documenting employee performance for an evaluation period.
- IV. **RESPONSIBILITIES:**
 - A. **Hospital Administrator** is responsible for ensuring a process exists to annually evaluate employee performance.
 - B. **Supervisors (Appraiser)** are responsible for employee annual evaluations. Employees may provide a self-evaluation.
 - C. **Employees** are responsible for actively engaging in the evaluation process.
 - D. **Director of Human Resources** is responsible for oversight of this policy and the appraisal system, training, and overall development of the process.
- V. **PROCEDURE:**
 - A. **THE EVALUATION PROCESS**
 1. The performance of each employee shall be evaluated annually. Employees may also be evaluated upon vacating, transferring, or terminating employment.

2. Employees are evaluated per the Employee Performance Appraisal Form adopted by MSH (Attachment A).
3. Prior to the end of the evaluation period, the appraiser shall rate each category contained in the performance appraisal. Written comments from the appraiser are highly recommended.

B. AFTER THE APPRAISAL FORM IS COMPLETED

1. The Supervisor (Appraiser) shall discuss the appraisal with the employee and ask the employee to sign the appraisal document. If the employee refuses to sign, a witness other than the Supervisor shall sign and date the form to acknowledge the employee's refusal.
2. The employee shall be advised of the right to submit a written rebuttal to the appraisal.
3. The employee will be given a copy of the signed appraisal document; the original document will be maintained in the employee's personnel file.
4. Supervisors will forward all completed appraisals to Human Resources for final review, data compilation, and filing.

C. MONITORING THE APPRAISAL PROCESS

1. Employees who transfer during the appraisal period will be evaluated by their current supervisor at the end of the appraisal period. The current supervisor will be responsible for obtaining the necessary information from the employee's previous supervisor(s). Employees will have at least 90 days under the supervision of their current supervisor prior to evaluation.
2. The appraisal process shall be completed from January 1st to March 31st of each calendar year.
3. Supervisors will send completed forms and appropriate attachments to Human Resources to be filed in employee's personnel folders.

VI. REFERENCES: MOM – "Performance Management and Evaluation Policy"
09/21/2012.

VII. COLLABORATED WITH: Director of Human Resources, Director of Nursing, Director of Health Information, Chief Financial Officer, Medical Director, Quality Improvement and Public Relations Director, and Hospital Administrator.

- VIII. RESCISSIONS:** HR-12, *Performance Planning and Evaluation* dated May 8, 2014; HR-12, *Performance Planning and Evaluation* dated March 16, 2011; HR-12, *Performance Planning and Evaluation* dated December 1, 2007; HR-12, *Performance Planning and Evaluation* dated November 17, 2004; HR-12, *Performance Planning and Evaluation* dated September 1, 2002; HR-12, *Performance Planning and Evaluation* dated January 28, 2002; HR-12, *Performance Planning and Evaluation* dated February 14, 2000; and HOPP 12-04P.082779, *Performance Planning and Evaluation*, dated June 13, 1979.
- IX. DISTRIBUTION:** All hospital policy manuals.
- X. ANNUAL REVIEW AND AUTHORIZATION:** This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.
- XI. FOLLOW-UP RESPONSIBILITY:** Director of Human Resources.
- XII. ATTACHMENTS:** For internal use only.
- A. MSH Employee Performance Evaluation

Signatures:

Kyle Fouts
Interim Hospital Administrator

Holly Callarman
Director of Human Resources