

POLICY STATEMENT # 2-4-06
Mental Health and Recovery Board of Wayne and Holmes Counties

Subject: Personnel Policy -- Performance Reviews

Effective Date: 4-20-89

Supersedes: No previous policy

Approval Signature:

1. All regular staff persons shall have an annual written performance evaluation, a copy of which shall be placed in that employee's personnel file.
2. These performance reviews shall be done by each staff person's immediate supervisor, in consultation with the Executive Director.
3. These performance reviews are to be based upon mutually established definitions of job duties, goals and expectations and are to be conducted with the goal of assisting employees in their career objectives and improving overall effectiveness of Board operations.
4. Performance reviews will be shown to employees in draft form and discussed with them. Efforts will be made to agree upon the content.
5. Final copies of performance reviews are to be signed by both parties to indicate the contents have been discussed, even though there may not be full agreement. Employees may file a separate statement for the record, if desired.
6. The Executive Director will approve each written performance review before it is placed in the employee's personnel file.
7. Employees will be given a copy of the final document.
8. The performance of the Executive Director is also to be reviewed annually by the Board. The Chairperson of the Board and the Chairperson of the Personnel Committee shall oversee this process.

