 <p>JOHNS HOPKINS MEDICINE JOHNS HOPKINS HOME CARE GROUP</p>	The Johns Hopkins Home Care Group Human Resources Policy Manual	Policy Number	III-101
		Effective Date	01/01/03
		Revised	
	Subject: Performance Appraisals	Replaces	
			Page 1 of 4

POLICY

All Johns Hopkins Home Care Group employees will be evaluated at periodic intervals based on his/her job description and not less than annually.

Purpose

To define the policy and procedure and guidelines of Johns Hopkins Home Care Group with respect to a common and consistent program of completing performance appraisals for all employees. To provide a consistent process, in compliance with JCAHO and HCFA standards.

Content


A performance appraisal is intended to document and maintain satisfactory performance on a part of an individual employees by:

- A. Providing a means of measuring an employee's effectiveness on the job.
- B. Identifying areas where an employee is in need of training or improving.
- C. Maintaining a high level of motivation through feedback and the setting of specific goals on the basis of this feedback.

Employees are responsible for working with their supervisors on an ongoing basis to develop and maintain a clear performance plan defining various performance expectations and their relative priority.

I. DEFINITIONS

- A. A performance appraisal is any judgement or decision that affects an employee's status in an organization regarding retention, termination, promotion, transfer, salary adjustment or admission into training program.
- B. A performance appraisal is an assessment of the quantity, quality and value of an individual's contribution to Johns Hopkins Home Care Group based on performance of essential functions and/or responsibilities.
- C. Performance appraisals are based upon the employee's performance as it relates to his/her specific written job description.

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		Effective Date	01/01/03
		Revised	
	Subject: Performance Appraisals	Replaces	
			Page 2 of 4

II. APPLICATION OF POLICY

A. Documentation

The work performance of each employee will be related on the appropriate form(s) as approved by JHHCG.

B. Frequency

1. Employees should be formally reviewed at the completion of their new hire period/introductory period and annually (anniversary date) thereafter. The anniversary date is the date they assumed the job position.


2. Upon an employee's transfer or promotion, a formal performance appraisal will be completed by the employee's former supervisor. This will be reviewed with the employee prior to his/her moving to his/her new position.

C. Informal Appraisals

A supervisor should informally appraise the performance of the employee on a regular basis to determine if goals and objectives are being achieved, to review progress of project work, to recognize performance achievements or to discuss negative performance, or provide assistance in the accomplishment of assigned duties or responsibilities.

D. Responsibilities


1. The Human Resources Department upon request will distribute to all managers and supervisors copies of the job description performance evaluations for their respective staff.
2. Supervisors will complete the appraisal along with a PAF that contains pay adjustments 30 days of the employee's anniversary date or by the end of a new hire period. Supervisors and managers must obtain all signatures before forwarding the forms to the Human Resources Department. It is not mandatory that an employee receive a merit increase. Merit increases are determined by work performance and should be given accordingly, see performance matrix for percentage guidelines.

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		Effective Date	01/01/03
		Revised	
	Subject: Performance Appraisals	Replaces	
			Page 3 of 4

3. The Human Resources Department will file the performance appraisal in the employee's personnel file and process the appropriate payroll change paperwork to payroll.
4. The employee is expected to incorporate his/her goals into the appraisal form.
5. All licensed employees will present to The Human Resources Department on an annual basis, prior to expiration:
 - ☐ either the initial professional license or,
 - ☐ the renewal of the professional license
6. All information related to the annual or interim performance appraisal will be sent to Human Resources in a timely way and be incorporated into the employee's personnel file.
7. Human Resources will distribute a monthly list in The Management Committee Meetings to inform all pertinent managers as to the status of their employee's file regarding:
 - ☐ CPR ☐ Safety Update ☐ Annual Evaluation
 - ☐ License ☐ TB Test
9. Evaluations may not be submitted to Human Resources for processing if mandatories are not current. The Human Resources Department reserves the right to delay merit pay increases (without retroactive pay) suspend or terminate employees failing to complete annual mandatory updates/retraining.

III. Timeliness

The timeliness of performance appraisals is critical to the employee/supervisor relationship and the avoiding of future performance problems. Therefore, the following above timeliness should be adhered to. Continual lateness of performance evaluations should be reflected on the supervisor's own performance appraisal, which may accord lateness or timeliness of evaluation result in performance/bonus rating.

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		Effective Date	01/01/03
		Revised	
	Subject: Performance Appraisals	Replaces	
			Page 4 of 4

IV. Signatures

- A. Supervisors and the next level management should sign the performance evaluation.
- B. The employee should sign the appraisal that he/she has seen the appraisal and that it was discussed with them.
- C. The employee's signature will not be interpreted as agreement with the appraisal.
- D. If an employee refuses to sign the appraisal, the supervisor should note such refusal on the form and initial.
- E. If the employee disagrees with the appraisal, they may explain their dissatisfaction on a separate sheet which will be attached to the performance appraisal form.

V. Supervisor Leaves

When a supervisor plans to leave his/her present position, updated employee appraisals should be completed for all employees prior to the departure.

SPONSOR

Director Human Resources

REVIEW CYCLE

3 years