

PERSONNEL 3.0

Employee Practices -- 3.7

Performance Evaluations -- 3.7.f

Date December 31, 1998

Issued:

Date Last March 23, 2011

Revised:

Signature:

A handwritten signature in black ink that reads "Cathy R. Taylor, DrPH, MSN, RN". The signature is written in a cursive style and is centered within a light gray rectangular box.

By: Cathy R. Taylor, DrPH, MSN, RN
Assistant Commissioner
Bureau of Health Services

POLICY

All supervisors in the Bureau of Health Services must complete performance evaluation forms on all appropriate employees under their direction by the designated due date.

APPLICABILITY

This policy applies to Local Health Department, Regional and Central Office personnel.

PURPOSE

To enable each employee, their supervisor and the reviewer to plan, review, and evaluate the employee's job performance.

PROCEDURE

Immediately after employment, every employee will be expected to work with their supervisor to prepare a **Job Performance Plan**, which is entered in Edison, that identifies major job responsibilities. Specific behaviors or work outcomes that describe the best possible performance of each of those responsibilities are to be listed. The supervisor should discuss the employee's evaluation with the reviewer

before completing the Job Performance Plan in Edison. Supervisors should offer suggestions and guidance to help their employees effectively carry out the agreed upon responsibilities. Supervisors are also responsible for meeting periodically with each of their employees to discuss work performance.

Interim Work Reviews should be completed periodically in Edison during the annual evaluation cycle and is to be based entirely on the responsibilities and performance expectations that are agreed upon in the job planning process. All employees have the opportunity to express disagreement on the performance review forms if the employee feels that it is not an accurate reflection of their performance.

Managers and supervisors must complete a Performance Evaluation in Edison in a timely manner and in accordance with guidelines provided in training materials.

Evaluation (0020) and Reviewing (0021) are major job responsibilities and should be in the individual job plan of all supervisors and reviewers. Supervisors and reviewers must be evaluated on these responsibilities. Supervisors who are delinquent in completing performance evaluation forms by the specified due date should be evaluated accordingly.

EEO/AA performance should be included as a behavior or work outcome associated with an appropriate major job responsibility, i.e., leadership, personnel administration, etc., for all managers and supervisors. Confidentiality should also be included as a major job responsibility or as a behavior on the job plan of those employees who have access to confidential information.

Employees shall have the opportunity to grieve any annual performance evaluation if the employee believes that Department of Human Resources procedures have been violated to the extent that the evaluation was unfair or inaccurate.

NECESSARY FORMS

1. Edison Job Performance Plan
2. Edison Interim Work Reviews
3. Edison Performance Evaluation

REFERENCE DOCUMENT

Rules of the Tennessee Department of Human Resources, Chapter 1120-5

OFFICE OF PRIMARY RESPONSIBILITY

Office of Human Resources, Department of Health, (615)741-6350

