Catholic Charities Disabilities Services	
Agency Standard and Procedure	
Standard Category	Human Resources
Standard Title	Performance Evaluations
Regulations	
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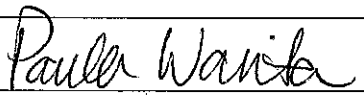
Approved by: Paula Warika, Executive Director	

Standard:
Evaluations are a tool to provide feedback to employees regarding the quality of their work, acknowledge a job well done, identify areas needing improvement, clear obstacles to employee performance, determine whether goals are being met, establish new goals, and identify training needs.

The CCDA Continuous Performance Feedback section of the Employee Handbook addresses the agency philosophy and expectations regarding supervision of staff.

Performance evaluations may include the following components:

- Employee's Name
- Supervisor's Name
- Type of evaluation (six month/annual)
- Period evaluated
- Evaluation of performance of job duties
- Review of previously set goals
- Development of goals for next reporting period
- Review of professional development/training needs
- Review of Licenses/Certifications (where applicable)
- Area for employee/supervisor comments
- Review of job description

Completed performance evaluations will be signed by the employee, supervisor, and submitted to the HR Agency Partner and Manager, or designee, for review. The original performance evaluation will be filed in the employee's personnel file and a copy will be given to the employee.

<u>Introductory Performance Evaluations:</u>

- An evaluation will be given at the end of the six-month introductory period from the date the person is appointed to the current position.
- There are specific evaluation forms mandated for use by OPWDD for certain positions such as DSP and CSP that CCDS will utilize. Current National Alliance of Direct Support Professionals (NADSP), Code of Ethics, DSP Core Competencies and the NYS DSP Performance Evaluations will be used, when appropriate for the position, as standardized resource and guide for

expectations. All other employees will be evaluated using the Continuous Performance Feedback model.

- At the completion of the introductory period, the evaluation will indicate one of the following: (1) successful completion of introductory period; (2) extension of introductory period, or (3) termination of employment.
- If the employee's introductory period is to be extended, the evaluation must include written measurable goals and timelines to determine success.

Annual Performance Evaluations

Every employee will receive a performance evaluation on an annual basis

Procedure:

1) The Human Resources Department maintains a departmental tracker that can be accessed by Supervisors on One Drive.

2) Employees will receive evaluations at the completion of the first six month probationary period and annually thereafter.

3) The supervisor or manager completes the evaluation and meets with the employee to review the evaluation.

4) The employee and manager both sign the evaluation and a copy is provided to the employee. In the event an employee refuses to sign, the supervisor/manager should have a witness sign the document verifying that the performance evaluation was given to the employee.

5) The manager forwards the completed evaluation to the Human Resources Department for processing.

6) The Human Resources Agency Partner, or designee, reviews the evaluation for accurate completion, updates tracker and files in the employee's personnel file.

7) The Human Resources Department provides a list of any outstanding and overdue evaluations to the Executive Director for review as requested.

8) Changes in an employee's position (promotion or demotion) will result in a new performance evaluation date.