

POLICY AND PROCEDURE

REACH for Tomorrow

POLICY: RHR-523

TITLE: Competency and Performance Evals

EFFECTIVE DATE: 12/8/24

AUTHORIZED BY: Board of Trustees

This policy shall apply to all employees and contract employees of REACH for Tomorrow.

1.0 Competency and Performance Evaluations

REACH for Tomorrow shall establish and maintain systems and practices to ensure and enhance employee and organizational competency. Competency systems will include:

1.1 It must be annually determined and documented that all employees and independent contractors are competent in order to secure and retain employment. Minimum performance expectations and competency standards will be developed for each position and contractor within the organization. Identified staff will also be evaluated for competencies related to working with the cultures, ages, and disabilities of the people we serve as related to their position.

Employees and independent contractors who fall short of competency or performance expectations shall be afforded the opportunity to improve their performance, and to demonstrate increased competency, through the development and implementation of a corrective action plan. Nothing in this policy precludes the right of REACH for Tomorrow to terminate employment at will, and to terminate contracts for any reason in accordance with law, ethics, and contractual agreement.

1.2 Prior to hire, REACH for Tomorrow shall ensure that all employees and independent contractors have verification of background in the following areas, if required: criminal background checks, immunizations, fingerprinting, and/or drug testing. Additionally, REACH for Tomorrow will verify the credentials of applicable personnel (including licensure certification and registration with primary sources).

1.3 REACH for Tomorrow employees and independent contractors will be re-credentialed minimally every 2 years according to agency credentialing procedures.

1.4 All job descriptions will include job qualifications, including requirements as to education, training, experience and credentialing, and will be reviewed on an annual basis.

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References

CARF Standards, Section 1: Human Resources