

I. POLICY:

It is the policy of Brightlife Enhancement Services to utilize a staff performance evaluation process that supports improvement of staff performance through a comprehensive competency-based assessment of responsibilities and skills required to support the mission of the organization.

The staff performance evaluation process is designed to support staffs in skill development, require accountability from both the organization's leadership and staffs, and serve as a database for organizational performance improvement.

II. PROCEDURES:

A. Timelines for Employee Performance Evaluations:

1. 90-Days After Date of Employment/Probationary Period:

- a. Each new employee will receive a job description during new employee orientation, which will outline the job duties and responsibilities of the position.
- b. The job description will be signed and dated by the employee, indicating their understanding of their job duties and responsibilities, with a copy given to the employee and the original placed in the employee's personnel file.
- c. The performance evaluation form for the employee's specific job position will be reviewed with new employees to acclimate them to the individual performance evaluation process.
- d. Within 14 days prior to each new employee's 90-day probationary period, the designated supervisor of the employee will conduct a performance evaluation using the Brightlife Enhancement Services' standardized evaluation form and format.

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- e. The performance evaluation results will be utilized as one of several measures to determine if the employee is granted permanent employment status.

2. Annual Performance Evaluations:

- a. All employees will participate in an annual performance evaluation process on an annual basis.
- b. The performance evaluation will occur within 14 days of their employment anniversary date.
- c. Supervisors are responsible for conducting employee performance evaluations through completing the standardized evaluation format, reviewing the results with the supervisee, and working with the supervisee to establish goals and measurable objectives for the next year to support improved performance of the employee.

B. Components of the Performance Evaluation Process:

- 1. Review of Goals from the Previous Evaluation: Goals and objectives that were established on the last performance evaluation are reviewed to determine the status with regard to being met or unmet. Goals and/or objectives that are determined to be unmet can be carried over to the next evaluation period or eliminated if they are no longer relevant.
- 2. Review of Specific Job Functions and Competency Requirements: The employee's supervisor will complete the ratings for each of the noted job functions on the form, which are consistent with the position's job description. The ratings will be discussed with the employee to assist in understanding specific job behaviors associated with the level of the rating.
- 3. Review of Organizational Work Expectations: The employee's supervisor will complete the ratings for each of the noted work expectations on the form. The work expectations are general in nature and apply to all employees. The ratings will be discussed with the employee to assist in understanding specific job behaviors associated with the level of rating.
- 4. Development of Goals and Objectives Established for the Next Evaluation Period: Based on the results of the level of ratings and discussion between the supervisor and employee, goals and

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specific measurable objectives will be determined and noted on the evaluation form. These will be used to assist employees with increased education and skill development over the next year, and will be a major component of the ongoing day-to-day supervision process.

5. Employee Disagreement with the Evaluation Results: Should an employee disagree with their supervisor's evaluation of their performance, they will be directed to the employee grievance policy in the employee handbook to guide their appeal of the results.

C. Administrative Flow and Storage of Performance Evaluations

1. Determination of Required Review Dates: The HR Manager is responsible for informing each supervisor of the due date of the required 90-day or annual evaluation, through a tracking system of all employee start/evaluation dates. This information is provided to the supervisor at least 30 days in advance of the 14-day window the supervisor is given to complete the evaluation.
2. Distribution of Past and Current Evaluation Forms: The HR Manager will provide each supervisor with the employee's past evaluation, and a form for the completion of the current evaluation. The past evaluation will be used to assist in the review of the goals and objectives for the past year.
3. Evaluation Completion and Signatures: Each employee and their supervisor will sign the evaluation form at the end of meeting in which it is completed. The form (along with last year's form) will be returned to the HR Manager, who will review the current evaluation form for thoroughness and sign it. The form will then be forwarded, for review and signature, to the Chief Executive Officer. Following the review and signing by all participants, the HR Manager will file the form (along with last year's form) in the employee's personnel file.

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