



Cohesive Healthcare Resources Mangum MANGUM REGIONAL MEDICAL CENTER

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PURPOSE

To establish a policy and set expected guidelines for employee performance evaluations and merit increases.

POLICY

Employees performance will be evaluated and completed by employee's immediate supervisor at ninety (90) days of employment and/or ninety (90) days post transfer to a new position. Employees are also evaluated on performance annually thereafter.

PROCEDURE

90-day Evaluation

Performance evaluations will be populated and distributed through Paycom prior to the 90-day anniversary date of the employee concerned.

1. The employee will complete their Self-Evaluation in Paycom and submit prior to the department manager.
2. After an employee completes their self-evaluation, the Department Manager will complete the 90-Day Performance Evaluation and submit to Human Resources for approval. Human Resources will approve, correct, or recommend changes in accordance with present state or local laws and the hospital's policies and procedures. This should eliminate any labor practice errors.
3. Department Managers will discuss the approved evaluation with the employee, obtaining all signatures and optional responses from the employee.
4. The approved evaluation will be kept electronically in Paycom.

Generally, merit increases are not given at 90-day evaluations.

Annual Evaluation

Annual Performance evaluation notices will be prepared and distributed through Paycom in January of each year. The employee will have the opportunity to self-evaluate prior to the department manager beginning the evaluation. The Department Manager should complete steps 1-4 as noted above.



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Guidelines for Annual Merit Increases

1. The Administrator will outline the merit budget to be used for merit review and allocation purposes.
2. Merit increase amounts will be approved by the board to be disbursed in the month of February.
3. Hospital based employees have established salary pay ranges. Employees identified with a current pay rate at or above the maximum of the approved position pay range will NOT be eligible for a base rate increase but may be eligible for a lump sum payment.
4. PRN/Per-Diem employees are NOT eligible for an annual merit pay increase although they will be given a performance evaluation.
5. Corporate Human Resources Office will provide the performance evaluation form to be used for recording employee performance ratings.
6. Human Resources will be integrally involved in assisting with the annual performance and merit review process through completion.
7. Performance scoring is to be based on an objective and fair assessment of each employee based on their performance throughout the performance evaluation period.
8. Regular full-time employees who have received a promotional increase or a rate of adjustment between October 1st and December 31st will NOT be eligible for an annual merit increase for that year.
9. New employees hired between October 1st and December 31st will not be eligible for an annual performance evaluation or an annual merit increase.
10. Each department head must plan an adequate amount of time to meet with each of their eligible regular Full-time employees to conduct the formal performance

ATTACHMENTS

REVISIONS/UPDATES

Date	Brief Description of Revision/Change