

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

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| SUBMITTED BY: Kathleen Swantek | DATE SUBMITTED: 05/10/89 | SECTION: Human Resources | |
| BOARD APPROVED ON: 06/04/80 | DATE REVISED: 06/14/89, 07/01/15, 10/11/2023 | SUBJECT: Performance Evaluations | |
| ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 02/15/17, 01/16/19, 02/17/21, 2/21/2023, 10/11/2023 | | POLICY #: ED-028 | PAGE #: 1 of 2 |

I. APPLICATION

The provisions stated herein shall apply to all employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of the organization to provide employees with written evaluations of performance upon completion of 90 days with the organization and, at least, annually, thereafter on the employee's anniversary date. The purpose of the performance review will be to help the employee work closer to his/her potential.

III. NOTIFICATION/PROCEDURE

WHO

DOES WHAT

Program Supervisor

1. Completes evaluation form.
2. Submits completed evaluation form to division director for review.

Division Director

3. Reviews completed form for consistency and objectivity. Signs and returns form to the program supervisor with accompanying comments, if appropriate.

Program Supervisor

4. Sets a time with the employee to review and discuss the evaluation form.
5. May include comments regarding the evaluation form as part of the performance review process.

Employee

6. The employee and program supervisor sign the completed review. At this time, the employee may also include written comments of their own.

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III. NOTIFICATION/PROCEDURE (continued)

| WHO | DOES WHAT |
|--------------------|--|
| Program Supervisor | 7. Provides the employee with a signed copy of the evaluation upon request. 8. Forwards to executive director for review. |
| Executive Director | 9. Reviews and signs evaluation. 10. Forwards to administrative support personnel for scanning and saving to personnel e-files. |