



SUBJECT:	Performance Appraisal Program
POLICY NO:	V:06
APPLICABLE TO:	All Employees
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EFFECTIVE DATE:	April 1, 1993
REVISION DATE:	August 1, 2018 (due to name change)

I. POLICY:

The Hennepin Healthcare Research Institute (HHRI) believes that all employees are hired on the basis that their qualifications enable them to satisfactorily perform the jobs for which they were hired. Therefore, it is the policy of HHRI that all regular full-time and part-time employees and casual employees with patient contact should be held accountable for job performance and should have their performance measured based on the attainment of predetermined objectives.

New employees will be required to successfully complete the training period for their particular position. The training period is to provide a period of more intense evaluation to determine whether the employee is well suited for continued employment at HHRI, and whether HHRI is well suited to the employee. If at the end, or any time during the training period, either the employee or employer decides that the continuation of the employment relationship is not in the best interest of the employee or HHRI, either the employee or HHRI may decide to terminate the employment relationship. However, completing the training period will not affect the at-will nature of employment with HHRI.

Since review of employee performance is ongoing, it must be recognized there are occasions when a formal performance appraisal should be completed. Therefore, performance reviews will be scheduled on a regular basis and at least annually for patient contact roles.

Casual Employees:

All employees should be evaluated at least annually.

Full-Time & Part-Time Employees:

Regular full-time and part-time employees should have a performance appraisal at the end of their initial training period of six (6) months, another at the end of twelve (12) months, followed by the 3rd performance appraisal during the following year-end review. An annual year-end performance appraisal should occur thereafter.

Managerial Employees:

Management positions should receive an annual performance appraisal.

Salary increase considerations should follow the current Salary Administration Policy V:02.

II. PROCEDURE:

- A. In reviewing the performance of an employee, the appraisal shall be based on the completion of duties as established in the job description. The appraisal should take into consideration factors relating to specific job functions and the employee's strengths and developmental needs so as to support self-improvement programs.
- B. The appraisal should identify goals and objectives for the employee to accomplish during the period prior to the next review.
- C. The performance appraisal form must be signed by at least one manager; additional signature requirements are at the discretion of the division head/manager.



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- D. The original performance appraisal should be forwarded to Human Resources to be filed in the employee's human resources file.
- E. The performance appraisal is to be used as the primary input for salary action.
- F. At any time during the training period, management has the right to suspend, terminate, discipline or continue the training period of an employee as the situation deems if it appears that job-related problems exist.

III. RESPONSIBILITIES:

- A. The supervisor/manager is responsible for documenting performance issues and making the employee aware of the problem areas. If it is determined that disciplinary action is necessary, refer to Disciplinary Action Policy VIII:20.
- B. The supervisor/manager is responsible for keeping the employee advised of his/her progress.