

Tender Care Medical Services, Inc.

POLICY & PROCEDURES

Title: Performance Evaluations

Original Issue Date: 10/01/2025

Number: HR-D.2

Page: 1 of 2

Review Date:

Revision Date:

Originating Department: Human Resources Approved By:



Purpose:

To establish a policy for administering performance evaluations which gives the employee a formal and interactive opportunity to discuss their performance with their Supervisor/Administrator.

Regulatory compliance issues mean that annual performance appraisal processes are to be developed and managed through the Corporate Human Resources department.

Introductory Evaluations:

An introductory evaluation may be completed when the employee has completed his/her 90-day introductory period.

Annual Performance Evaluations:

Pending merit increases will not be processed until employees:

- Fulfills all competency, licensing or certification requirements for their position.

Supervisors/Administrators Responsibilities:

Employee evaluations must be completed annually, no later than 30 days from the effective date of the annual increase, unless the HR Director has been notified by the Administrator/HR Manager in writing that the evaluation date has been extended. The written notice to the HR Director must document the reason(s) for the evaluation extension and the revised evaluation date. Failure to perform timely evaluations may result in disciplinary action for the supervisor responsible.

Tender Care Medical Services, Inc.

All salary recommendations must be processed in accordance with the guidelines in Wage and Salary policy.

All prior counseling and disciplinary actions that occurred in the review period, or those that relate to a performance issue during the review period, shall be discussed with the employee and shall be noted in the review.

Note that any employee who has received a Written Warning or more significant discipline during the review period can only receive a maximum score of 2 (areas that require improvement in job performance).

Interim Evaluations:

Special or interim reviews may be conducted any time it appears one would be advantageous, such as when an employee makes a noticeable change in job performance, either positive or negative, and the supervisor wishes to make special acknowledgement. The employee may also request a review at any time.

Performance Improvement Plan:

To assist with identifying tangible goals and objectives and associated outcomes are understood. A copy of this signed plan should be placed in the employee's personnel file.

Procedures:

Human Resources Managers and/or Corporate Human Resources should notify Supervisors/Administrators 10 days prior to an introductory evaluation date and at least 90 days prior to an annual evaluation.

Supervisors/Administrators must apply the criteria in each job description when evaluating employees.

The completed evaluation form along with supporting documentation should be reviewed by the HR Director prior to being discussed with the employee. Evaluations are placed in the employee's personnel file at each PPEC facility.

Increases are retroactive to the review date, as long as the employee has met their licensing, certification, competency by the review date.

A report will be provided to the CEO of pending or delinquent evaluations (more than 20 days following the due date) reflecting the supervisor's name, employee's name and the evaluation due date.