

## Policy and Procedures

*Title:* Evaluations

*Date issued / last revision:* December 7, 2004

*Date effective:* January 1, 2005

# Evaluations

*Statement:*

Cooperstown Medical Transport, Inc. (CMT) is establishing policy and procedure for employee evaluations.

*Purpose:*

This policy and procedure establishes an evaluation system for CMT's employees. This evaluation system also rewards employees based on their evaluation.

*Scope:*

This policy applies to all employees of CMT, full time, part time, per-diem and interns.

*Policy:*

1. All full time employees will have at least a yearly evaluation. Some employees will have a probationary evaluation. On a case-by-case basis, an employee or a supervisor may request an unscheduled evaluation.
  - a. A request for an unscheduled evaluation may be denied.
2. Prior to an evaluation the employee will be given, by the Human Resources Manager:
  - a. Three (3) anonymous peer evaluation forms to be distributed to fellow employees of their choosing. These forms must be completed and returned by the indicated deadline date.
  - b. A self-evaluation / assessment form to be completed and returned by the indicated deadline date.
3. An employee evaluation form shall consist of different categories with a numerical score being given for each category.
  - a. A sample employee evaluation form is available for review upon request to the Human Resources Manager.
  - b. It is expected that all employees will strive to exceed the minimum requirements.
4. Upon the deadline for the evaluation the Human Resources Manager will insure that all appropriate paperwork is available for the next scheduled Operations Meeting.
5. The employee's supervisor shall complete the evaluation at the Operations Meeting with input from managers, supervisors, administrators and/or peer evaluation forms.
6. Evaluation based pay raises, if any, will take effect the start of the next pay period after the employee's anniversary date.
7. Points scale for employee raises (post evaluation):
  - a. Minimum points obtainable – 10
  - b. Maximum points obtainable – 50

10 - 15 points = No raise  
16 – 20 points = \$0.15 / hr raise  
21 – 25 points = \$0.20 / hr raise  
26 – 30 points = \$0.25 / hr raise  
31 – 35 points = \$0.30 / hr raise  
36 – 40 points = \$0.35 / hr raise  
41 – 45 points = \$0.45 / hr raise  
46 – 50 points = \$0.55 / hr raise

8. The employee's supervisor, or designee, shall review the evaluation form with the employee.
9. All paperwork will be returned to the Human Resources Manager.
  - a. Paperwork shall be forwarded to the Secretary / Treasurer for inclusion in the employees personnel file.
  - b. A change in employment status form shall be submitted to the Secretary / Treasurer after totaling points from the evaluation and comparison to the above chart.
10. Refer to *Pay Rates* for further information.