Chapter Title	Section #		Subject #
Human Resources	HR		523
Subject Title **Competency and Performance Evaluations**	Adopted 5/6/02	Last Revised 10/10/16	Reviewed 3/24/05; 12/27/06; 9/22/08; 9/28/09; 10/25/10; 9/26/11; 10/29/12; 11/25/13; 11/24/14; 11/23/15; 10/17/16

POLICY

Application

This policy shall apply to all employees and contract employees of The Right Door for Hope, Recovery and Wellness.

1.0 Competency and Performance Evaluations

The Right Door for Hope, Recovery and Wellness shall establish and maintain systems and practices to ensure and enhance employee and organizational competency. Competency systems will include:

1.1 It must be annually determined and documented that all employees and independent contractors are competent in order to secure and retain employment. Minimum performance expectations and competency standards will be developed for each position and contractor within the organization. Identified staff will also be evaluated for competencies related to working with consumers of cultures, ages, and disabilities as related to their position.

Employees and independent contractors who fall short of competency or performance expectations shall be afforded the opportunity to improve their performance, and to demonstrate increased competency, through the development and implementation of a corrective action plan. Nothing in this policy precludes the right of The Right Door for Hope, Recovery and Wellness to terminate employment at will, and to terminate contracts for any reason in accordance with law, ethics, and contractual agreement.

1.2 Prior to hire The Right Door for Hope, Recovery and Wellness shall ensure that all employees and independent contractors have verification of background in the following areas, if required: criminal background checks, immunizations, fingerprinting, and/or drug testing. Additionally, The Right Door for Hope, Recovery and Wellness will verify the credentials of applicable personnel (including licensure certification, and registration with primary sources).

1.3 The Right Door for Hope, Recovery and Wellness employees and independent contractors will be re-credentialed minimally every 2 years according to agency credentialing procedures.

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1.4 All job descriptions will include job qualifications, including requirements as to education, training, experience and credentialing, and will be reviewed on an annual basis.

References

MDHHS/PIHP Medicaid Specialty Supports and Services Contract
MDHHS/CMHSP General Funds Contract
CARF Standards, Section 1: Human Resources

Melissa McKinstry, Board Chairperson	Date		