GOOD SAMARITAN COLLEGE OF NURSING AND HEALTH SCIENCE
CINCINNATI, OHIO

POLICY TITLE: PERFORMANCE APPRAISAL

Good Samaritan College of Nursing and Health Science utilizes the Good Samaritan Hospital/TriHealth, Inc. performance appraisal process. Each employee is evaluated annually.

The following excerpts are from the TriHealth, Inc. Corporate Policy "Base Pay Program & Performance Appraisal" (#13_C01.00):

Purpose

To recognize and provide all employees with a mechanism to receive performance feedback and a base pay increase. This will be based on individual accomplishments and contributions to the organization and documented in an annual performance review. The tool will also serve as a measurement tool to monitor performance and maintain on-going feedback to staff from peers/customers and their supervisor.

POLICY/PROCEDURE

All employees are eligible for an increase if they meet the following conditions:

A. 12 months employment at TriHealth.
B. No performance counseling action within the last 12 months at the decision making day stage.
C. Average hours worked over the last year exceeds 20 hours per pay period.
D. Not employed as a temporary, co-op student or fee-for-service position.

After the first 12 months of employment, employees who work less than 20 hours per pay period will receive an abbreviated increase range unless performance is unsatisfactory.

Performance reviews are scheduled as defined in the TriHealth, Inc. Corporate Policy "Base Pay Program & Performance Appraisal" (#13_C01.00). Non-Management Employees are scheduled each February and Management Employees are scheduled each September. Refer to the Corporate Policy for detailed information.

PROCESS

The annual evaluation is based upon their job specific performance measures including all day-to-day activities identified in the job description for each position in the department. These are measured through job title specific job outcomes identified through the job description. In addition, employees are measured on Service Excellence or customer excellence, customer satisfaction rating, safety, policy compliance, teamwork, flexibility, employee engagement, stewardship, and diversity and inclusion competencies. Manager, supervisors, and executives have additional leadership competencies and results of operational duties to assess their performance. Peer review feedback will be included in the Performance Appraisal.

Job descriptions are reviewed and revised as appropriate, or every five years.

Approved By: Morris Cohen Date: 07/24/12

Effective Date: 7/24/12

Review/Revision Dates: 8/00, 11/01, 05/02, 03/05, 07/12

Responsible Committee: Administrative Group