

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 05/10/89	SECTION: Human Resources	
BOARD APPROVED ON: 06/04/80	DATE REVISED: 06/14/89, 07/01/15, 10/11/23, 08/26/26	SUBJECT: Performance Evaluations	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 02/15/17, 01/16/19, 02/17/21, 2/21/2023, 10/11/2023, 08/26/2026		POLICY #: ED-028	PAGE #: 1 of 2

I. APPLICATION

The provisions stated herein shall apply to all employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of the organization to provide employees with evaluations of performance annually. The purpose of the performance review will be to help the employee work closer to his/her potential.

III. NOTIFICATION/PROCEDURE

WHO

DOES WHAT

Employee

1. Completes self-evaluation in ADP.

Supervisor

2. Reviews self-evaluation and completes an evaluation form. Schedule a time to review evaluation with employee.

Employee

3. Reviews evaluation.

Division Director

4. Reviews completed form for consistency and objectivity. Signs and returns form to the program supervisor with accompanying comments, if appropriate.

Program Supervisor

5. Sets a time with the employee to review and discuss the evaluation form.

6. May include comments regarding the evaluation form as part of the performance review process.

Employee

7. The employee and program supervisor sign the completed review. At this time, the employee may also include written comments of their own.

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III. NOTIFICATION/PROCEDURE (continued)

WHO

DOES WHAT

Program Supervisor

8. Provides the employee with a signed copy of the evaluation upon request.

9. Forwards to executive director for review.

Executive Director

10. Reviews and signs evaluation.

11. Forwards to administrative support personnel for scanning and saving to personnel e-files.