

HARBOR-UCLA MEDICAL CENTER

SUBJECT: PERFORMANCE EVALUATION

POLICY NO: 221

PURPOSE:

To provide guidelines for completing performance evaluations for Harbor-UCLA workforce members and to ensure the Harbor-UCLA workforce members are appropriately evaluated in accordance with the rating standards set forth by Civil Service Rules, Memorandum of Understanding (MOU), and the Physician Pay Plan requirements.

POLICY:

Management shall evaluate the performance and competency of all Harbor-UCLA Medical Center workforce members, based on the standards of efficient performance for the function/duties of the position in accordance with all regulatory requirements.

DEFINITIONS:

Workforce member: Includes employees, contract staff, affiliates, volunteers, trainees, students, and other persons whose conduct in the performance of work for Harbor-UCLA is under its direct control, whether or not they receive compensation from the County.

Fully-executed: Performance evaluation is one that has been completed and signed by the rater, reviewer (as required), Department Head, and workforce member by the due date and in the correct order.

PROCEDURE:

All Harbor-UCLA workforce members shall be evaluated at least once each year and probationary employees by the end of the specified probationary period. A revised rating may be submitted by the appointing power at any time. Each workforce member's performance evaluation shall include a signed copy of the related job description. **Exception:** Physicians and mid-level providers must comply with privileging requirements.

Although non-County workforce members are not governed by Civil Service Rules, appropriate evaluation of performance (similar to that of County workforce members) must be conducted. Non-County workforce members must receive performance assessments at six months and twelve months from the beginning of their assignment, and annually thereafter, including competency assessment as applicable. Certain contract agencies have been approved to independently be responsible for conducting performance assessments of their own staff

EFFECTIVE DATE: 1980


SUPERSEDES:

REVISED: 1992, 8/95, 10/04, 1/06, 1/11, 7/15, 5/19

REVIEWED: 11/92, 8/95, 5/98, 2/02, 1/06, 8/07, 6/12, 7/15, 5/19

REVIEWED COMMITTEE:

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and to certify that their employees are performing competently. Contract agencies must make the performance evaluations of contract staff available upon request.

Note: Exceptions to this policy with respect to who is evaluated and/or who is responsible for providing the evaluation must be approved by DHS Administration.

The immediate supervisor shall communicate to the workforce member the Department's expectations, the performance standards and expectations for the workforce member's position, and shall provide the necessary leadership and direction needed by their subordinates to meet and maintain the required performance standards.

In accordance with the Memoranda of Understanding, annual step advancement for employees is contingent upon a current performance evaluation with a rating of "Competent/Met Expectations" or better. Physicians subject to the Physician Pay Plan and Management Appraisal and Performance Plan (MAPP) participants must achieve a rating of "Met Expectations" or better to receive their step/merit increase. MAPP participants on salary steps 1-11 must receive a current performance rating of "Met Expectations" or better to receive a pay step advancement. Participants on step 12 or higher must receive a performance rating of "Exceeded Expectations" or better to receive a pay step advancement. If no performance evaluation is on file by the appropriate date, or if an employee receives a "Needs Improvement" or "Failed to Meet Expectations" rating, the employee will not receive a step advancement on their step anniversary date or merit increase, as applicable.

All managers and supervisors are expected to ensure performance evaluations are completed and fully executed on time. Managers and supervisors who fail to adhere to the performance evaluation policy and procedures will be subject to disciplinary action in accordance with DHS Policy #747, "Disciplinary Action". Management Appraisal and Performance Plan managers/supervisors are subject to monetary penalties for late submissions of MAPP evaluations.

Managers and supervisors shall refer to DHS Policy 780.000 for additional information on the performance evaluation process.

REFERENCES:

California Code of Regulations, Title 22, Section 70719(a)(3)
Los Angeles County Code, Title 5, Appendix
Civil Service Rule 20
Joint Commission Standards (Human Resources)
Centers for Medicare and Medicaid Services (CMS) Standard
DHS Discipline Manual and Guidelines
Applicable Memorandum of Understanding (MOU)
Physician Pay Plan
DHS Policy 780.000, Performance Evaluations