



OMD Operational Administrative Policy – Employee Evaluations

DRAFT for MCB Review and Approval 7/11/2017, Effective 8/1/2017; New Policy Issuance; Review Before 9/2019

Evaluations will be completed by the Medical Director(s) prior to July 1st of each year for all FTE employees that have worked for MCB/OMD for a minimum of three months. The Medical Director(s) will initiate the completion of evaluation form(s), format at the discretion of the Medical Director(s) and will meet with each employee regarding his/her performance. Each employee will be given the opportunity to provide a written response to issues for improvement raised in these evaluations. These evaluations may be used in part to substantiate performance related salary adjustments, which typically are considered on an annual budget basis.