



Job Performance Evaluation

Employee Name: _____
 Department: _____
 Supervisor: _____

Position Title: _____
 Date of Report: _____
 Date of Last Report: _____

Directions: Please indicate the appropriate level of performance for each of the following categories. For each rating please cite specific examples, and also cite recommendations and improvements in the comment sections below.

Categories:	Scale:				
	Unsatisfactory	Below Expectation	Meets Expectation	Above Expectation	Outstanding
1. Initiative: Acts independently in new as well as in everyday situations; understands what needs to be done and does it without being told. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Output: The actual work output of the employee - relative to the standards. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Quality: Freedom from errors and mistakes, accuracy, and general quality of work. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Effort: Earnest and conscientious attempt to complete assigned responsibilities. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Dependability: The degree to which the employee is reliable, trustworthy, and consistent. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Job Knowledge: Knowledge of techniques, processes, procedures, services, equipment, and material required to do the job. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Scale:

Categories:	Unsatisfactory	Below Expectation	Meets Expectation	Above Expectation	Outstanding
7. Interpersonal Skills: Effectiveness in accomplishing tasks by working with others (e.g. peers, supervisors, and customers). Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>					
8. Supervisory Skills: If applicable; effectiveness in planning, organizing, executing and delegating the work of subordinates. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>					
9. Organizational Skills: Effectiveness in organizing, planning, time management, scheduling, coordinating resources and meeting deadlines. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>					
10. Flexibility: Effectiveness in adapting to changes in work responsibilities. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>					
11. Attendance/Punctuality: Consider number of absences, time of work arrivals and departures, use of annual, and sick leave in accordance with company policy. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>					
12. Communication Skills: Ability to communicate thoughts and ideas effectively to others. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>					
13. Team Work: Effectiveness in completing tasks in conjunction with others. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>					
14. Commitment to Individuals: Dedication in assisting individuals in achieving their goals and looking after their well being. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supervisor Assessment of Prior Year Improvement Objectives/Goals :

11.
12.
13.
14.
Additional Comments (If additional space is required, attach sheet with employee's name and date of report):

The Following Documents Have Been Reviewed and Signed with The Employee and Supervisor and Updated Copy is Attached:

<input type="checkbox"/> Job Discription	<input type="checkbox"/> Program Policy Memo
<input type="checkbox"/> Code of Ethics	
<input type="checkbox"/> Emergency Contact Form	
<input type="checkbox"/> Awake Overnight Policy Memo	
<input type="checkbox"/> Time Reporting Policy Memo	
<input type="checkbox"/> Outside Employment Disclosure Form	

Employee's Name: _____ Signature: _____ Date: _____

Supervisor's Name: _____ Signature: _____ Date: _____

Director's Name: _____ Signature: _____ Date: _____



EMERGENCY FORM
(Updated Yearly)

Date Form Completed: _____ / _____ /201____ Updated: _____ / _____ /201____

Last Name: _____ First Name: _____ MI: _____

Street: _____ Apt #: _____

City: _____ State: _____ Zip Code: _____

In Case of Emergency Notify:

1). Name: _____ Relationship: _____

Home Telephone: (_____) _____ Work: (_____) _____

Street: _____ Apt #: _____

City: _____ State: _____ Zip Code: _____

2). Name: _____ Relationship: _____

Home Telephone: (_____) _____ Work: (_____) _____

Street: _____ Apt #: _____

City: _____ State: _____ Zip Code: _____

3). Name: _____ Relationship: _____

Home Telephone: (_____) _____ Work: (_____) _____

Street: _____ Apt #: _____

City: _____ State: _____ Zip Code: _____

Preferred Hospital: _____

Family Doctor: _____

Telephone # your Doctor can be reached at: (_____) _____

In case of emergency I instruct Center for Social Change to contact the above listed persons. In case of emergency, Center for Social Change can release what ever information is necessary to the appropriate medial authority.

Signature: _____ Date: _____ / _____ /201____

Home Phone: (_____) _____ Work Phone: (_____) _____

Pager: (_____) _____ Car Phone: (_____) _____



Center for Social Change, Inc.

A Research and Support Center for Persons with Developmental Disabilities

www.centerforsocialchange.org

MEMO

TO: All staff
FROM: Dana Dimas, Director of Programs
DATE: January 2, 2017
RE: Awake Overnight Policy

This memo is to remind all Awake Overnight staff of Center for Social Change of the Awake Overnight Policy. As stated in the Employee Manual:

“All employees who work/cover Awake Overnight shifts with CSC individuals are required to be awake at all times during their shift in order to safeguard the health and safety of individuals under their care. Individuals who have complex health/medical issues and challenging behavioral problems should be monitored at all times by an employee who is assigned to work with such individuals.

Staff who work Awake Overnight should not only document the status of individuals under his/her care in STEDS, but also report the individual’s status every two hours by calling the program office and leave a voice mail message to the Coordinator in charge of the home. **Every Awake Overnight employee should call the program office at 410-579-6813 five minutes before or after, 11pm, 1am, 3am, 5am, and 7am. In addition, every Awake Overnight employee is responsible for entering the sleep/awake information in STEDS at 12am, 2am, 4am, and 6am. (You are required to call in the status of each individual at the hour you begin your shift in addition to calling to clock in.)** If the computer is not working you must contact your coordinator and then are responsible for hourly call in (11, 12, 1, 2, etc through 7am) Failing to do this will result in the following disciplinary actions:

1. One Verbal/written warning
2. Docking of wages – For example, if an employee contacts the office at 1:30am instead of 1am, half hour wage will be docked (from 1am-1:30am). If an employee does not call at 1am but calls at 3am, four hours pay (from 11pm to 3am) will be docked. The same applies to all missed hours.
3. Termination of Employment

Employees are responsible for the individual’s health and safety while they are under an employee’s care. Risking individual’s life by not monitoring them at night and other times by an employee is considered gross misconduct and will lead to immediate dismissal of the employees and possible criminal action against the employee.”

This policy will continue to be strongly enforced. (Signatures of all staff required on reverse)





Center for Social Change, Inc.

A Research and Support Center for Persons with Developmental Disabilities

www.centerforsocialchange.org

I have read and understand the reverse memo regarding the requirements of the AON coverage with regards to calling in and documenting awake and sleep patterns.





MEMORANDUM

Date: July 1, 2017
From: Payroll Department
Subject: Reporting Time Worked Policy

The following is the policy regarding reporting of your work time:

- ❖ I understand that I know how to report the time I work using the ADP’s Enterprise E-Time reporting system and I have no further questions regarding how to use the system at this time.
- ❖ I understand that I will not be permitted to work before or after my normal scheduled shift unless requested to do so by my Supervisor or another member of the Management.
- ❖ I understand that I must use the telephone designated by Center for Social Change, Inc. to clock in at the beginning of my assigned shift and clock out at the conclusion of my assigned shift. Failing to follow company policy to report my time worked using the ADP’s Enterprise E-Time reporting system will lead to disciplinary action up to and including possible termination of my employment.
- ❖ I understand that I am required to report to work as scheduled and that failing to work the hours assigned to me without getting the proper prior approval from my supervisor will lead to disciplinary action up to and including possible termination of my employment.
- ❖ I understand that any attempt to defraud the Company by any means will be considered per the Company’s Employee Manual a Level 1 Offense which could result in disciplinary action being taken against me up to and including the immediate termination of my employment. Examples of defrauding the company include but are not limited to reporting someone else’s time on their behalf, making false or fraudulent statements regarding overtime, ETO, leave of absence, sick pay or medical leave.

The following signature certifies that the employee has understood the above mentioned procedure:

Employee’s Name: _____

Employee’s Signature: _____ Date: _____

Supervisor’s Signature: _____ Date: _____



Outside Employment Disclosure Form CENTER FOR SOCIAL CHANGE, INC.

Employees should use this form to disclose secondary employment outside of Center for Social Change, Inc.
Employees should first read CSC's Outside Employment Policy, before submitting this form.

Employee Name	:	
Date of Hire with CSC	:	
Position Held with CSC	:	

1		I do not currently have any other employment other than the one in Center for Social Change, Inc
2		I do currently have employment other than the one with Center for Social Change, Inc
3		If you have checked (2) above, please complete the following information

Name of Outside Employer	:	
Position Held	:	
Date Employment Began	:	
Supervisor & Telephone #	:	
Name of Outside Employer	:	
Position Held	:	
Date Employment Began	:	
Supervisor & Telephone #	:	

I understand that should I fail to report and fully disclose any outside employment, I may be subject to disciplinary action including possible termination from employment.

Employee Name Signature Date



Center for Social Change, Inc.
A Support Center for Persons with Developmental Disabilities

www.centerforsocialchange.org

Memorandum

To: All Staff
 From: Dana Dimas, Director of Programs
 RE: Policy Reminders
 Date: 7/1/2017

1. For all individuals who do not demonstrate the necessary safety skills to cross the street:
Staff are to walk the individual to the van for departure for the day program in the morning.
Staff are to meet the individual at the van to supervise and assist the individual into the home upon return from the day program.
2. CSC is not responsible for personal items. No personal laptops, iPads, or other personal equipment are to be brought into the unit or program at any time. Cell phones must remain away and used only in emergency situations.
3. Work/agency time is NOT to be used for homework or other personal tasks.
4. No staff should leave the unit/program at any time during his/her shift without discussing this with the supervisor. The supervisor may agree or disagree to allow the staff to leave, depending on arrangements that can be made to maintain ratios in the unit/program. Leaving without such arrangement is NEGLECT.
5. Vehicles should not be used unless it is an approved activity. Permission must be obtained from the supervisor.
6. Incidents must be reported immediately to the supervisor and the report completed before the end of the shift.
7. No individual is to remain in a vehicle unattended. If staff need to run into an establishment quickly, take individuals with you.
8. Do NOT honk the horn at any home. Call the unit. Be respectful of our neighbors.

Employee Name (print) _____

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____



CODE OF ETHICS POLICY

[To be signed every year by all staff]

We, (staff and board members), dedicate ourselves to carrying out the mission of CSC in all of our duties and functions. We will:

1. Recognize that the chief function of the Agency at all times is to serve the best interests our individuals, their family members, and our constituency.
2. Accept as a personal duty the responsibility to keep up to date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, and effectiveness.
3. Respect the structure and responsibilities of the board of directors, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the board of directors.
4. Keeps the community informed about issues affecting it.
5. Conduct our organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
6. Exercise any authority we have under the law, and carry out the mission of the organization.
7. Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.
8. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all our activities in order to inspire confidence and trust in our activities.
9. Avoid any interest or activity that is in conflict with the conduct of our official duties.
10. Respect and protect privileged information to which we have access in the course of our official duties.
11. Strive for personal and professional excellence and encourage the professional developments of others.
12. Treat others with dignity and respect at all time and will strive to encourage others to be the best.
13. Maintain conduct that is fair, positive, and humane
14. Maintain conduct that is free of abuse, neglect, cruelty, and fraud.
15. Not abuse, neglect, exploit, or misuse the funds or property of individuals to include but is not limited to not accepting gifts of money or property from an individual if not approved by the planning team.
16. Shall not witness signatures of individuals for legal documents such as powers of attorney, guardianship, advance directives, or medical treatment.
17. Shall comply with the company social media policy. Be respectful, honest and accurate; post only appropriate and respectful content.

Employee Name (print) _____

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____