

**Arizona Department of Health Services
Division of Behavioral Health Services
PROVIDER MANUAL
Pascua Yaqui Centered Spirit Program**

10D.7 Performance Evaluation Supplement

I. STATEMENT OF PURPOSE:

- A. To clarify and supplement the performance evaluation process defined in the employee handbook of the Pascua Yaqui Tribe by providing a mechanism for establishing annual goals for employees and by ensuring that current job descriptions are up-to date and adequately describe the duties and functions of the position.

II. STANDARDS:

- A. Performance Evaluations will follow the procedures outlined in the Employee Handbook as well as other written directives of the Human Resources Department of the Pascua Yaqui Tribe.
- B. Education and Training goals of CSP employees will be established at orientation and reviewed annually. Goals for which financial support is requested from the CSP shall support the mission of the program.
- C. Job descriptions shall be reviewed and updated annually.

III. PROCEDURES:

- 1. At the end of the six month probationary period, and annually, approximately one month prior to the employee's anniversary date, the Human Resources (HR) department will notify the CSP supervisor that the employee evaluation is due.
 - a) An evaluation form, based on the employee job description, will be sent to the supervisor by HR at that time.
 - b) The supervisor will review the evaluation form and make any necessary changes to the evaluation form.
 - c) and establish performance goals for the next evaluation period.
- B. Performance Evaluations
 - 1. Prior to the probationary or annual review date, the employee and the supervisor will independently evaluate the employee's performance using the evaluation tool provided.
 - 2. At the evaluation meeting, the supervisor and employee will review and discuss their respective ratings.

3. The supervisor will complete the form and both parties will sign and date the form.
 - a) The employee may submit a written response for the personnel file to clarify or disagree with any part of the supervisor's evaluation.
- C. Job Description Review
 1. Prior to the annual evaluation date, the employee and the supervisor will review the job description and make revisions to reflect new or expanded duty assignments and to eliminate obsolete duties.
 2. Any changes are submitted to HR for inclusion in the Tribal Personnel File.
 - a) If the changes are minor no further action is necessary.
 - b) If the description is changed substantially, a reclassification of salary level will be requested from HR.
- D. Establishment of Goals for the Next Review Period
 1. Prior to the annual evaluation date the employee and the supervisor will make draft plans for discussion of the employees future goals and training needs.
 - a) The goals shall consider:
 - (i) the employees current job description including required certification or licensure
 - (ii) the goals and objectives of the program
 - (iii) any other target areas identified in the Annual Needs Assessment
 - (iv) the employee's professional goals
 - b) If financial support is expected to support the training goals, the estimated cost will be identified, and the budget line item and account will be identified.
 - c) The presence of financial support on the training plan does not constitute a commitment to provide support but is simply a tool for budgetary planning as funds allow.
- E. When the Evaluation, Job Description Review and Goals for the next review period are complete they shall be forwarded to the Program Director for review and signature.
- F. The original is forwarded to the Executive Director for signature and the to HR for placement in the Tribal Personnel File.
- G. Signed copies of these documents are given to the employee and placed in the personnel file maintained by the Program Director.

H. Reimbursement for Certification/Licensure or Training**1. Certification/Licensure**

- a) The employee shall pay any certification or licensing fees on or before the due date.
- b) The employee will submit receipts, cancelled checks or other proof of payment to the Program Director for approval of reimbursement
- c) The Program Director will forward all approved reimbursement requests to the Business Manager for payment
- d) Employees are responsible for any fees or penalties incurred due to failure to submit the payment on time.
- e) Reimbursement is subject to funding limitations.

2. Training/travel

- a) As early as possible, training requests are submitted to the supervisor for approval.
 - (i) Approved training requests are submitted to the Business Manager for necessary registration fees and travel arrangements.
 - (ii) The procurement department requires 21 working days to process all travel and training fees. Therefore, travel and training that incurs cost to the program must be submitted in time to allow the procurement department 21 days to process.