



KCH PERSONAL PERFORMANCE AND EVALUATION PLAN (PPEP)

Policy #: **PL-HR-0001**

Type of Policy: **Human Resources, Staffing and Personnel**

Effective Date: **10/07/2018**

Last Revised: **10/07/2018**

Revision #: **New**

Document Owner: **Chairperson**

REASON FOR POLICY

The purpose of KCH Personal Performance and Evaluation Plan (PPEP) policy is to provide an effective performance and evaluation process for the staff of KCH.

POLICY STATEMENT

- At the beginning of every fiscal year and prior to August 1st, all Managing Staff will meet with all direct reports for the purpose of developing a PPEP for the direct report.
- All Managing Staff shall hold mid-term discussions with their direct reports for the purpose of reviewing their performance and progress as measured against their PPEP.
- Merit increases for all KCH shall be determined by their Final Evaluation Score of their PPEP.
- Prior to the final evaluation of KCH Staff (set to take place between the 1st and 30th of June), the KCH BOD shall determine the budgetary allowance used to calculate the final merit increase (as stipulated in the Procedures and Processes section below).
- 360° Feedback surveys will be issued by Managing Staff by May 1st and collected by May 15th.
- All Direct Reports shall submit their Core Objective Self-Evaluations and Quantitative Objectives documentation to their Managing Staff member by May 31st.
- Merit increases take effect as of August 15th.
- In the case of the Executive Director, each BOD member will complete the Personal Performance and Evaluation Plan. The final scoring for the Core Objective and Quantitative Objective sections will be an average score of all BOD evaluations.

SCOPE

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| <input checked="" type="checkbox"/> Board of Directors | <input type="checkbox"/> BOD Chair | <input type="checkbox"/> BOD Secretary | <input type="checkbox"/> BOD Treasurer |
| <input checked="" type="checkbox"/> Executive Director | <input type="checkbox"/> BOD Liaisons | <input type="checkbox"/> Collective Officers | <input type="checkbox"/> All KCH Members |
| <input checked="" type="checkbox"/> All KCH Staff | <input type="checkbox"/> BOD Vice-Chair | <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other: _____ |

DEFINITIONS

1.) Managing Staff	Any KCH Staff member who manages or oversees others in the KCH organization.
2.) Direct Report	Any KCH Staff member who reports or answers to another KCH Staff member.
2.) Budgetary Allowance	A negative or positive increase applied to the base merit rate corresponding to budgetary constraints.

PROCEDURES AND PROCESSES

The procedure and process for the Personal Performance and Evaluation Plan are detailed in the attached Evaluation Proposal.

FORMS

- TMP-HR-0001 Personal Performance and Evaluation Plan

RESPONSIBILITIES

WHO IS RESPONSIBLE	FOR WHICH ASPECT ARE THEY RESPONSIBLE
1.) Board of Directors	The BOD will evaluate the Executive Director on a yearly basis with a mid-term discussion and review of performance. The BOD shall set the budgetary allowance prior to final staff evaluations.
2.) Managing Staff	Managing Staff of KCH will establish and evaluate all direct reports on a yearly basis with a mid-term discussion and review of performance. Managing Staff shall establish weight % for each section of the PPEP for all direct reports.
3.) All KCH Staff	All KCH Staff shall participate in establishing a personal performance and evaluation plan and shall receive an end of year evaluation from their managing staff.

ENFORCEMENT

Any member, partner, employee, associate of KCH found in violation of this policy will face discipline by the KCH BOD, up to and including separation.

RELATED INFORMATION

- Staff Evaluation Proposal submitted by the Evaluation committee on 4/1/18

POLICY REVIEW SCHEDULE AND HISTORY

Review: Semi-Annually _____ Annually _____ Every 2 Years _____

Revision Date	Purpose	Supporting Documentation	Editor
04/01/18	Initial Creation	None	Evaluation Committee
10/07/2018	Reviewed @ BOD retreat		BOD

PROPOSED BY

NAME: Avichai Taylor

DATE: 10/07/2018

SIGNATURE: Isl Avichai Taylor