



## **PERFORMANCE EVALUATION**

At the end of the 90-day introductory period, a performance evaluation will be conducted to review job performance standards. The employee will be considered a regular employee or have his/her introductory period extended.

Performance evaluations will be conducted on an annual basis. If an employee's performance is in question, additional assessments may be conducted after the employee is duly notified. The immediate supervisor or other administrator as designated by the Executive Director, when appropriate, will conduct all employee performance evaluations.

## **PROFESSIONAL DEVELOPMENT**

As a matter of policy, Sunshine Village encourages and supports the education and training of staff on a continuing basis. All new employees will be provided training opportunities necessary to perform their job duties. Maximum utilization will be made of training programs and seminars offered by the Department of Developmental Services and the Massachusetts Rehabilitation Commission, as well as attendance at other training programs, consistent with budgetary limitations. Appropriately qualified staff will be utilized to conduct training programs for other staff members. Examples of such trainings include but are not limited to, First Aid, CPR, Applied Non-violence, Blood Borne Pathogens and Medication Administration.