



## OMD Operational Administrative Policy – Employee Evaluations

DRAFT for Review and Approval 7/03/2024,  
Effective 8/1/2024; Review Before 9/2026

Evaluations will be completed by the Chief Medical Officer(s) prior to July 1<sup>st</sup> of each year for all FTE employees that have worked for MCB/OMD for a minimum of three months. The Chief Medical Officer(s) will initiate the completion of evaluation form(s), format at the discretion of the Chief Medical Officer(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.