

# Policy

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**POLICY # 0086140.013**  
**EFFECTIVE 11/2006**  
**REVISED**  
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**APPROVAL**

**SUBJECT:**           **EMPLOYEE PERFORMANCE EVALUATION ACCOUNTABILITY FOR COMMUNITY BENEFITS**

**APPLICATION:**   Vice President, Human Resources; Director responsible for Community Benefits

**PURPOSE:**       To institutionalize the manager and/or supervisor's role as integral the advancement of The PIH Organization's community benefit principles and to ensure accountability for the planning, implementation, participation and documentation of community benefit activity.

- POLICY:**
- 1.1   While each employee within The PIH Organization may or may not directly participate in a focused community benefit service, accountability to the larger concept and support of others is required throughout the enterprise.
  - 1.2   Each employee's performance will be measured based upon the level of participation assigned by their manager (i.e., timely and accurate reporting of community benefit activities, participation in community benefit activities, planning and implementation of programs and enhancements, championing the "cause" of community benefits throughout The PIH Organization).
  - 1.3   Managers and supervisors, in particular, are expected to uphold The PIH Organization's commitment to community benefits by always seeking to identify ways in which their department may better serve the community-at-large—with an emphasis on providing services to those most in need.

- PROCEDURE:**
- 2.1   In order to ensure consistency and accountability for community benefits throughout The PIH Organization, the Vice President of Human Resources and Director responsible for Community Benefits will establish and periodically review performance evaluation indicators to be included in all Employee Performance Evaluations/Appraisals.
  - 2.2   Managers/supervisors will evaluate each employee's performance based upon that employee's expected level of participation and will further take into consideration the employee's understanding of The PIH Organization's charitable mission and their overall support of others as it relates to community benefits.