	Human Resource Policy Employee Relations & Workplace Expectations	No. HR.ERW.16
	Title: **ANNUAL PERFORMANCE REVIEW**	**Page:** 1 of 2 **Effective Date:** 11-30-18 **Retires Policy Dated:** 10-12-11 **Previous Versions Dated:**

I. SCOPE:

This policy applies to (1) Tenet Healthcare Corporation and its wholly-owned subsidiaries and affiliates (each, an "Affiliate"); (2) any other entity or organization in which Tenet Healthcare corporation or an Affiliate owns a direct or indirect equity interest greater than 50%; and (3) any hospital or healthcare facility in which Tenet Healthcare Corporation or an Affiliate either manages or controls the day-to-day operations of the facility (each, a "Tenet Facility") (collectively, "Tenet").

II. PURPOSE:

The purpose of this policy is to provide Tenet leaders with appropriate guidelines regarding annual performance reviews. This policy will supersede all local policies addressing annual performance reviews.

III. POLICY:

It is the policy of Tenet to evaluate the performance of all full-time, part-time and PRN/Per -Diem employees at least annually. Tenet's fiscal year coincides with the calendar year. Performance reviews for the calendar year 2011 can span up to 18 months (*e.g.*, October 1, 2010 through December 31, 2011) in order to facilitate the transition to a standardized performance review cycle. Additionally, Tenet Facilities may elect to perform an additional Performance Review to bridge their existing performance review cycle to coincide with the calendar year, referred to as a transition or stub period review. Tenet Facilities may elect to transition to a calendar year performance cycle during the year 2012 and apply the same options and criteria defined above. Effective for calendar year 2013, all Tenet facilities will base their performance review schedules on Tenet's fiscal year. The contents of the performance review will be based upon the following:

A. Annual Incentive Plan-Eligible: Performance goals should be inclusive of achievement to Balance Score Card (BSC) targets, specific goals related to facility initiatives, and personal and professional development goals. The Corporate administrative team maintains the authority to approve all AIP-eligible performance reviews.

B. Non-AIP Employees and Non-Union Employees: Essential duties as outlined in the employee's job description. The facility administrative team maintains the authority to approve all performance reviews.

C. Union Employees: refer to the terms and conditions outlined in your respective Collective Bargaining Agreement.

If an employee is on leave of absence when his/her performance review is due, the performance review will be delivered within 30 days of the employee returning to active status.

Leaders must submit completed performance appraisal documentation to the Human Resources department.

Human Resources will assist all employees and managers with administration and interpretation of this policy.

IV. PROCEDURE:

All employees whose responsibilities are affected by this policy are expected to be familiar with the basic procedures and responsibilities created by this policy. Failure to comply with this policy will be subject to appropriate performance management pursuant to all applicable policies and procedures, up to and including termination. Such performance management may also include modification of compensation, including any merit or discretionary compensation awards, as allowed by applicable law.

V. REFERENCES:

- HR.ERW.12 Employee Performance Management

*This policy may not apply, in part or in its entirety, to employees covered by a collective bargaining agreement. Those employees should consult their facility HR leader to determine the impact, if any, of their collective bargaining agreement on this policy.