



**Clerk of the Board
COUNTY OF TULARE
AGENDA ITEM**

BOARD OF SUPERVISORS

KUYLER CROCKER
District One
PETE VANDER POEL
District Two
AMY SHUKLIAN
District Three
EDDIE VALERO
District Four
DENNIS TOWNSEND
District Five

AGENDA DATE: June 2, 2020 - **REVISED**

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
CONTACT PERSON: Melinda Benton PHONE: 636-5000				

SUBJECT: Approve Kaweah Delta Health Care District amended Conflict of Interest Code.

REQUEST(S):
That the Board of Supervisors:
Approve the amended Conflict of Interest Code adopted by Kaweah Delta Health Care District.

SUMMARY:
The Political Reform Act, Administered by the State Fair Political Practice Commission (FPPC), requires local governmental agencies to adopt a Conflict of Interest Code and update it from time-to-time to reflect changes in decision-making positions within the agency. These changes include newly added positions, deleted positions, or changes in the title or decision-making duties assigned to positions. This also includes changes in disclosure categories for designated positions.

In addition, a local government agency is required to conduct a review of its Conflict of Interest Code every even-numbered year. A local government agency includes a special district of any kind, school districts, or any local board, committee, commission, or agency established by State or Federal statute that has a separate legal status. According to the Act, the Tulare County Board of Supervisors is the code-reviewing body for all local government agencies whose territorial boundaries are wholly in Tulare County. It has the responsibility to see that such agencies meet conflict of interest code requirements.

SUBJECT: Approve Kaweah Delta Health Care District Conflict of Interest Code.

DATE: June 2, 2020

A Conflict of Interest Code is designated to cover members of boards, commissions, committees, districts and, similar bodies and administrative employees that make or participate in making government decisions. The purpose of the code is to prevent such officials from engaging in government decision-making in which the official may have a personal financial interest. Officials designated in an agency's code are required to file a Form 700-Statement of Economic Interests upon appointment to a designated position, upon leaving the position and every year while performing the official functions of that position. For this reason, positions designated in the local agency's code must also be assigned a disclosure category. Disclosure categories describe the types of personal financial interests that the official must disclose in his or her Form 700-Statement of Economic Interests.

All local government agencies within Tulare County are required to conduct a review of their agency's Conflict of Interest Code as required by law. By law, the Board of Supervisors must approve all amended or new Conflict of Interest Codes.

On April 27, 2020, the Kaweah Delta Health Care District amended their respective Conflict of Interest Code and provided the County with the necessary supporting documents for review. These amended codes meet the requirements of the Political Reform Act and are recommended to this Board for approval. Attached for your review is the declaration by the representative of this special district confirming compliance with applicable requirements for amending the agency's code.

FISCAL IMPACT/FINANCING:

There is no County cost associated with this request.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The approval of the Conflict of Interest Codes helps fulfill the Organization Performance initiative by ensuring that the County and the local agencies comply with the law.

ADMINISTRATIVE SIGN-OFF:



Melinda Benton, Chief Clerk
Clerk of the Board

cc: County Administrative Office

Attachment(s) Attachment A- Kaweah Delta Health Care District Conflict of Interest Code

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF APPROVE KAWEAH)
DELTA HEALTH CARE DISTRICT) Resolution No. _____
CONFLICT OF INTEREST CODE)

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: JASON T. BRITT
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

* * * * *

Approved the amended Conflict of Interest Code adopted by Kaweah Delta Health
Care District.

REQUEST FOR APPROVAL AND DECLARATION OF COMPLIANCE
FOR CONFLICT-OF-INTEREST CODE AMENDMENT/ADOPTION

Kaweah Delta Health Care District

(Name of agency)

TO: TULARE COUNTY BOARD OF SUPERVISORS, 2800 West Burrel Ave., Visalia, California.

I, Nevin House, Board President, hereby certify that this agency adopted the attached conflict-of-
(Printed Name and Position)

interest code or amendment at a regular meeting held on April 27, 2020,
(Date)

and that this agency complied with the following procedures:

1. This agency posted a NOTICE OF INTENTION TO ADOPT/AMEND A CONFLICT-OF-INTEREST CODE at least 45 days in advance of the proposed action, and a copy was provided to all employees of the agency affected by the proposed code or amendment;
2. Copies of the proposed code or amendment were made available to interested persons, and written comments concerning the proposed action were accepted. These comments (if any) are attached to this declaration;
3. A public hearing was requested: yes no
If so, a public hearing was held: yes no Inapplicable

If a hearing was held, please describe any areas of controversy and the manner of their resolution (attach additional pages if necessary):
4. A determination has been made regarding all positions within the agency involving the making or participation in the making of decisions which may foreseeably have a material effect on a financial interest of the person(s) occupying those positions, and those positions have been designated and incorporated in the agency's conflict-of-interest code as adopted or amended;
5. Appropriate *disclosure categories* have been assigned to each of those positions which identify specific types of investments, business positions, interests in real property, and sources of income of the person holding the position which may be affected materially by any decision made or participated in by persons by virtue of such positions, and those disclosure categories have been incorporated in the conflict-of-interest code as adopted or amended;
6. Attached is the most current organizational chart of the agency; and
7. Attached are job descriptions for all designated employees, or employees newly designated by an amendment.

I HEREBY REQUEST APPROVAL of the attached conflict-of-interest code or amendment thereof on behalf of this agency. I have used all reasonable diligence in the preparation of this document, and to the best of my knowledge it is true and complete. I declare under penalty of perjury that the foregoing is true and correct.

Dated May 4, 2020



(Signature)

KAWEAH DELTA HEALTH CARE DISTRICT

NOTICE OF INTENTION TO AMEND THE CONFLICT OF INTEREST CODE

NOTICE IS HEREBY GIVEN that the governing board of Kaweah Delta Health Care District intends to amend its Conflict of Interest Code pursuant to the Political Reform Act of 1974. In accordance with Government Code section 87302, the Code designates those officers, employees and consultants of the agency who, by virtue of their participation in decision-making, must disclose certain of their personal investments, income, interests in real property and business positions, and who must disqualify themselves from making or participating in the making of governmental decisions affecting those interests. The Code must be updated and amended as positions in this agency are added, deleted or changed.

A 45-day comment period has been established prior to adoption of the proposed amendment commencing on March 10, 2020, and ending on April 24, 2020. Any interested person may present written comments concerning the proposed amended Conflict of Interest Code no later than April 24, 2020 to Cindy Moccio at Kaweah Delta Health Care District, 400 W. Mineral King Avenue, Visalia, CA 93291. No public hearing on this matter will be held unless any interested person or his or her representative requests a public hearing no later than fifteen (15) days prior to the close of the written comment period.

The District's Conflict of Interest Code will be amended by adding new positions to the disclosure categories for the Code.

Copies of the proposed Conflict of Interest Code and the information upon which it is based may be obtained from Kaweah Delta Health Care District, 400 W. Mineral King Avenue, Visalia, CA 93291. Any inquiries concerning the proposed amended Code should be directed to Cindy Moccio at (559) 624-2330.

Dated: March 10, 2020



Gary K. Herbst, Chief Executive Officer

KAWEAH DELTA HEALTH CARE DISTRICT

CONFLICT OF INTEREST CODE

Government Code Section 87300 requires each state and local government agency to adopt and promulgate a Conflict of Interest Code. The Fair Political Practices Commission has adopted Section 18730 of Title 2 of the California Code of Regulations, which contains the terms of a model conflict of interest code (hereinafter "Standard Code") which may be adopted by reference by any state or local agency which desires to do so. For the purpose of providing a conflict of interest code for Kaweah Delta Health Care District, its Board of Directors, and its employees, the terms of the Standard Code and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and made a part hereof as if set forth herein at length, and, along with Exhibits A and B attached hereto, in which officials and employees are designated and disclosure categories are set forth, such Standard Code shall constitute the Conflict of Interest Code for Kaweah Delta Health Care District, its Board of Directors, and its employees. The Chief Executive Officer shall ensure that a current copy of the Standard Code is kept on file in the District's administrative office with this Conflict of Interest Code. A copy of the current version of the Standard Code is attached hereto as Exhibit C for information purposes only.

Pursuant to Section 4 of the Standard Code, designated employees shall file statements of economic interests with the Chief Executive Officer of Kaweah Delta Health Care District. Upon receipt of the statements filed by the designated employees of the department, the Chief Executive Officer shall make and retain a copy and forward the original of these statements to the code reviewing body, which in this case is the Tulare County Board of Supervisors.

Adopted by the Board of Directors of Kaweah Delta Health Care District effective ~~November 27, 2018~~ April 27, 2020.

EXHIBIT "A"

KAWEAH DELTA HEALTH CARE DISTRICT

CONFLICT OF INTEREST CODE

Disclosure Categories

<u>Designated Positions</u>	<u>Category of Interests Required to be Disclosed</u>
Members of the Board of Directors	1
Employees	
Chief Executive Officer	1
Vice President, Chief Financial Officer	1
Senior Vice President, Chief Operating Officer <u>Ancillary & Support Services</u>	1
Vice President, Chief Quality Officer	1
Vice President, Chief Medical Officer	1
Vice President, Chief Nursing Officer	1
Vice President, Chief Information Officer	1
Vice President of <u>Chief Human Resources Officer</u>	1
Vice President, <u>Chief Strategy Officer of Strategic Planning & Development</u>	1
<u>Vice President, Cardiac & Surgical Services</u>	1
<u>Vice President, Rehabilitation and Post Acute Services</u>	1
<u>Vice President, Population Health & CEO Sequoia Health and Wellness Center (SHWC)</u>	1
District <u>Chief Compliance & Privacy Officer</u>	1
Director – Internal Audit <u>of Audit and Consulting</u>	1
Director of Procurement and Logistics Material Management	1
Kaweah Delta Medical Foundation Chief Executive Officer	1
Kaweah Delta Medical Foundation Chief Financial Officer	1
Director of Risk Management	1
Director of Facilities and Security	1
Director of Facilities Planning <u>Services</u>	1
All Directors of Kaweah Delta Health Care District	4B
Consultants	
Legal Counsel to the Board of Directors	1

["Consultants may be designated employees who must disclose financial interests as determined on a case-by-case basis. The District must make a written determination whether a consultant must disclose financial interests. The determination shall include a description of the consultant's duties and a statement of the extent of the disclosure requirements, if any, based upon that description. All such determinations are public records and shall be retained for public inspection with this conflict of interest code.

["Consultants can be deemed to participate in making a governmental decision when the consultant, acting within the authority of his or her position:

- (1) *Negotiates, without significant substantive review, with a governmental entity or private person regarding certain governmental decisions; or*
- (2) *Advises or makes recommendations to the decision-maker either directly or without significant intervening substantive review, by:*
 - a. *Conducting research or making an investigation, which requires the exercise of judgment on the part of the person and the purpose of which is to influence a governmental decision; or*
 - b. *Preparing or presenting a report, analysis, or opinion, orally or in writing, which requires the exercise of judgment on the part of the person and the purpose of which is to influence the decision."*

(From the Tulare County Counsel)

{A consultant is also subject to the disclosure requirements if he/she acts in a staff capacity (i.e., performs the same or substantially all the same duties that would otherwise be performed by an individual holding a position specified in the Code).}

EXHIBIT "B"

KAWEAH DELTA HEALTH CARE DISTRICT

CONFLICT OF INTEREST CODE

Disclosure Categories

1. **Full Disclosure:**

Designated persons in this category must report:

All interests in real property located entirely or partly within this District's jurisdiction or boundaries, or within two miles of this District's jurisdiction or boundaries or of any land owned or used by this District. Such interests include any leasehold, ownership interest or option to acquire such interest in real property.

All investments, business positions, ownership and sources of income, including gifts, loans and travel payments.

2. **Full Disclosure (excluding interests in real property):**

All investments, business positions, ownership and sources of income, including gifts, loans and travel payments.

3. **Interests in Real Property (only):**

All interests in real property located entirely or partly within this District's jurisdiction or boundaries, or within two miles of this District's jurisdiction or boundaries or of any land owned or used by this District. Such interests include any leasehold, ownership interest or option to acquire such interest in real property.

4. **General Contracting (two options):**

A. All investments, business positions, ownership and sources of income, including gifts, loans and travel payments, from sources that provide, or have provided in the last two years, leased facilities, goods, supplies, materials, equipment, vehicles, machinery, services, or the like, including training or consulting services, of the type utilized by the District.

[Intended for employees whose duties and decisions involve contracting and purchasing for the entire District.]

B. All investments, business positions, ownership and sources of income, including gifts, loans and travel payments, from sources that provide, or have provided in the last two years, leased facilities, goods, supplies, materials, equipment, vehicles, machinery, services, or

the like, including training or consulting services, of the type utilized by the employee's department or division.

[Intended for employees whose duties and decisions involve contracting and purchasing for a specific department or division of the District.]

5. **Regulatory, Permit or Licensing Duties:**

All investments, business positions, ownership and sources of income, including gifts, loans and travel payments, from sources that are subject to the regulatory, permit or licensing authority of, or have an application for a license or permit pending before, the employee's department or division, or the District.

6. **Grant/Service Providers/Departments that Oversee Programs:**

A. All investments, business positions, ownership and sources of income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through a specific department or division of the District.

[Intended for employees whose duties and decision involve awards of monies or grants to organizations or individuals.]

EXHIBIT "C"

KAWEAH DELTA HEALTH CARE DISTRICT

CONFLICT OF INTEREST CODE

Standard Code

§ 18730. Provisions of Conflict of Interest Codes.

(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code section 87300 or the amendment of a conflict of interest code within the meaning of Government Code section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Government Code sections 81000, *et seq.* The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code section 87100, and to other state or local laws pertaining to conflicts of interest.

(b) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regs. sections 18100, *et seq.*), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

(2) Section 2. Designated Employees.

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

(3) Section 3. Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code sections 87200, *et seq.*

In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

(A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;

(B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Government Code section 87200; and

(C) The filing officer is the same for both agencies. ¹

Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those economic interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he or she foreseeably can affect materially through the conduct of his or her office.

(4) Section 4. Statements of Economic Interests: Place of Filing.

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code. ²

(5) Section 5. Statements of Economic Interests: Time of Filing.

(A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) Annual Statements. All designated employees shall file statements no later than April 1.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5. Statements for Persons Who Resign Prior to Assuming Office.

Any person who resigns within 12 months of initial appointment, or within 30 days of the date 11/27/1804/27/2020

of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

(1) File a written resignation with the appointing power; and

(2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

(6) Section 6. Contents of and Period Covered by Statements of Economic Interests.

(A) Contents of Initial Statements.

Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements.

Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later, or for a board or commission member subject to Government Code section 87302.6, the day after the closing date of the most recent statement filed by the member pursuant to 2 Cal. Code Regs. section 18754.

(D) Contents of Leaving Office Statements.

Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investments and Real Property Disclosure.

When an investment or an interest in real property³ is required to be reported,⁴ the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property equals or exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).

(B) Personal Income Disclosure. When personal income is required to be reported,⁵ the statement shall contain:

1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);
3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;
5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;

2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Section 8. Prohibition on Receipt of Honoraria.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (a), (b), and (c) of Government Code section 89501 shall apply to the prohibitions in this section.

This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code section 89506.

(8.1) Section 8.1 Prohibition on Receipt of Gifts in Excess of \$390.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$390 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (e), (f), and (g) of Government Code section 89503 shall apply to the prohibitions in this section.

(8.2) Section 8.2. Loans to Public Officials.

(A) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which

the elected officer holds office or over which the elected officer's agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(C) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.
2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$500) at any given time.
4. Loans made, or offered in writing, before January 1, 1998.

(8.3) Section 8.3. Loan Terms.

(A) Except as set forth in subdivision (B), no elected officer of a state or local government

agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of five hundred dollars (\$500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.
2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

(8.4) Section 8.4. Personal Loans.

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
 - a. The date the loan was made.
 - b. The date the last payment of one hundred dollars (\$100) or more was made on the loan.
 - c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
2. A loan that would otherwise not be a gift as defined in this title.

3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.

4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.

5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

(9) Section 9. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars (\$2,000) or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$390 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

(9.3) Section 9.3. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a

tie does not make his or her participation legally required for purposes of this section.

(9.5) Section 9.5. Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.

(10) Section 10. Disclosure of Disqualifying Interest.

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

(11) Section 11. Assistance of the Commission and Counsel.

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code section 83114 and 2 Cal. Code Regs. sections 18329 and 18329.5 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(12) Section 12. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code sections 81000 – 91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code section 91003.

NOTE: Authority cited: Section 83112, Government Code.

Reference: Sections 87103(e), 87300-87302, 89501, 89502 and 89503, Government Code.

¹ Designated employees who are required to file statements of economic interests under any

other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code section 81004.

²See Government Code section 81010 and 2 Cal. Code of Regs. section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

³For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

⁴Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

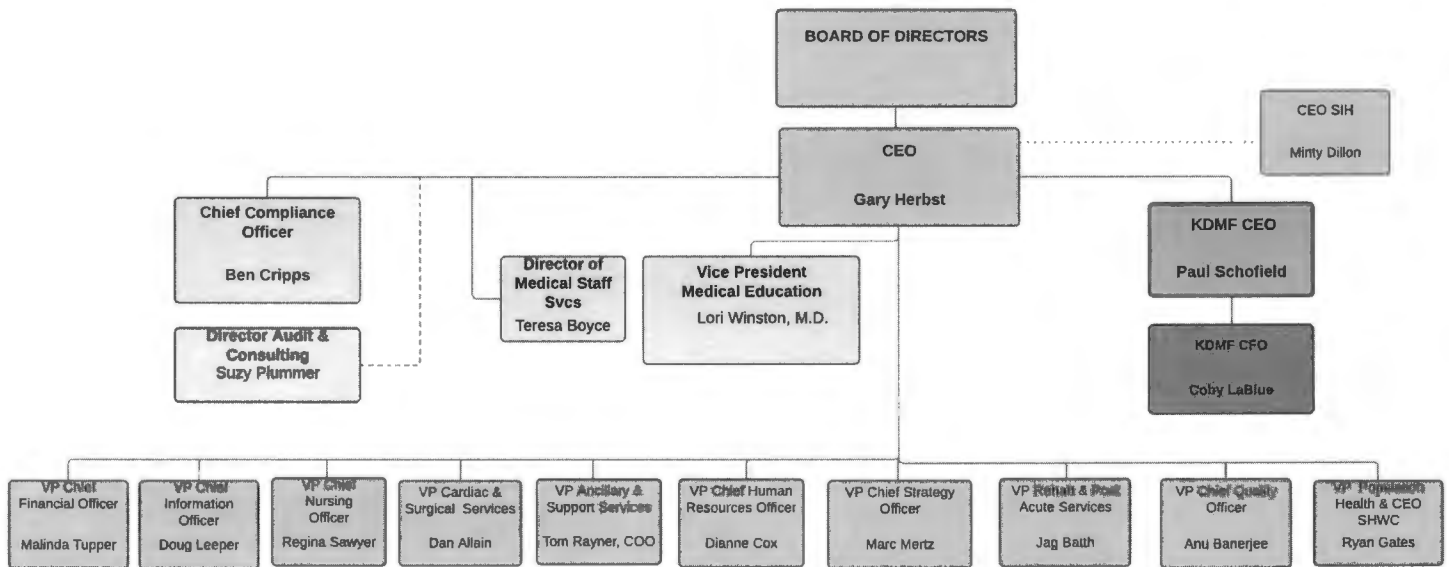
⁵A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

⁶Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

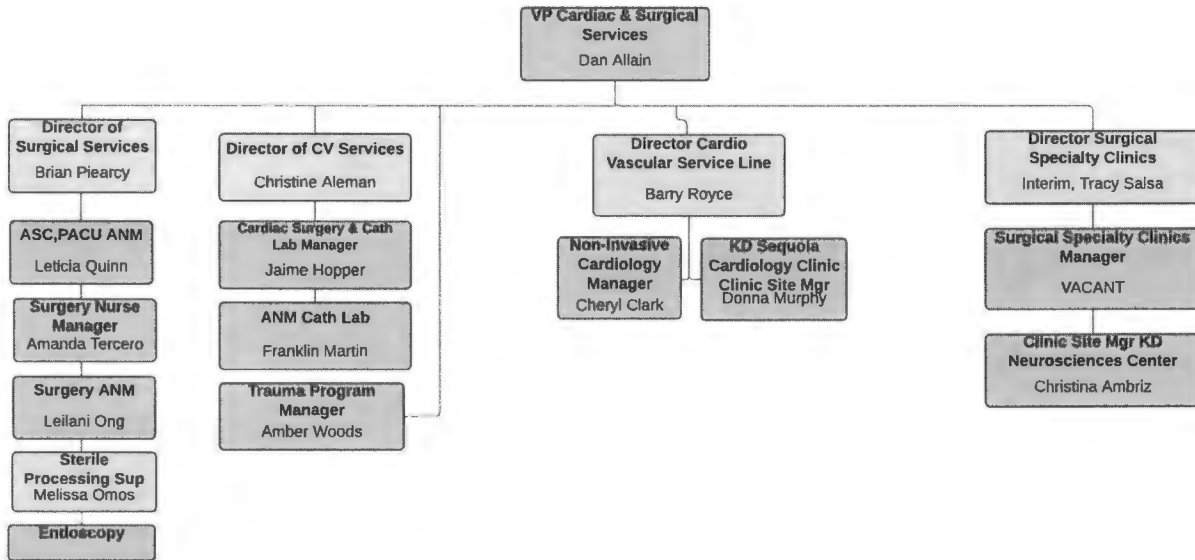


**MAY 2020
ORGANIZATIONAL CHART**

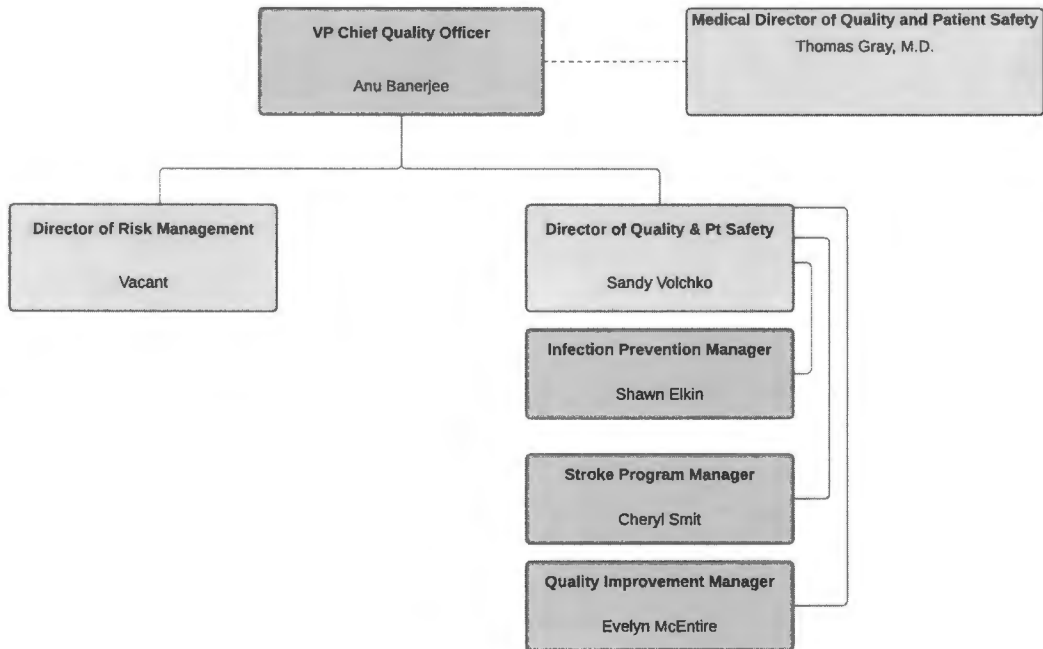
KAWEAH DELTA EXECUTIVE TEAM



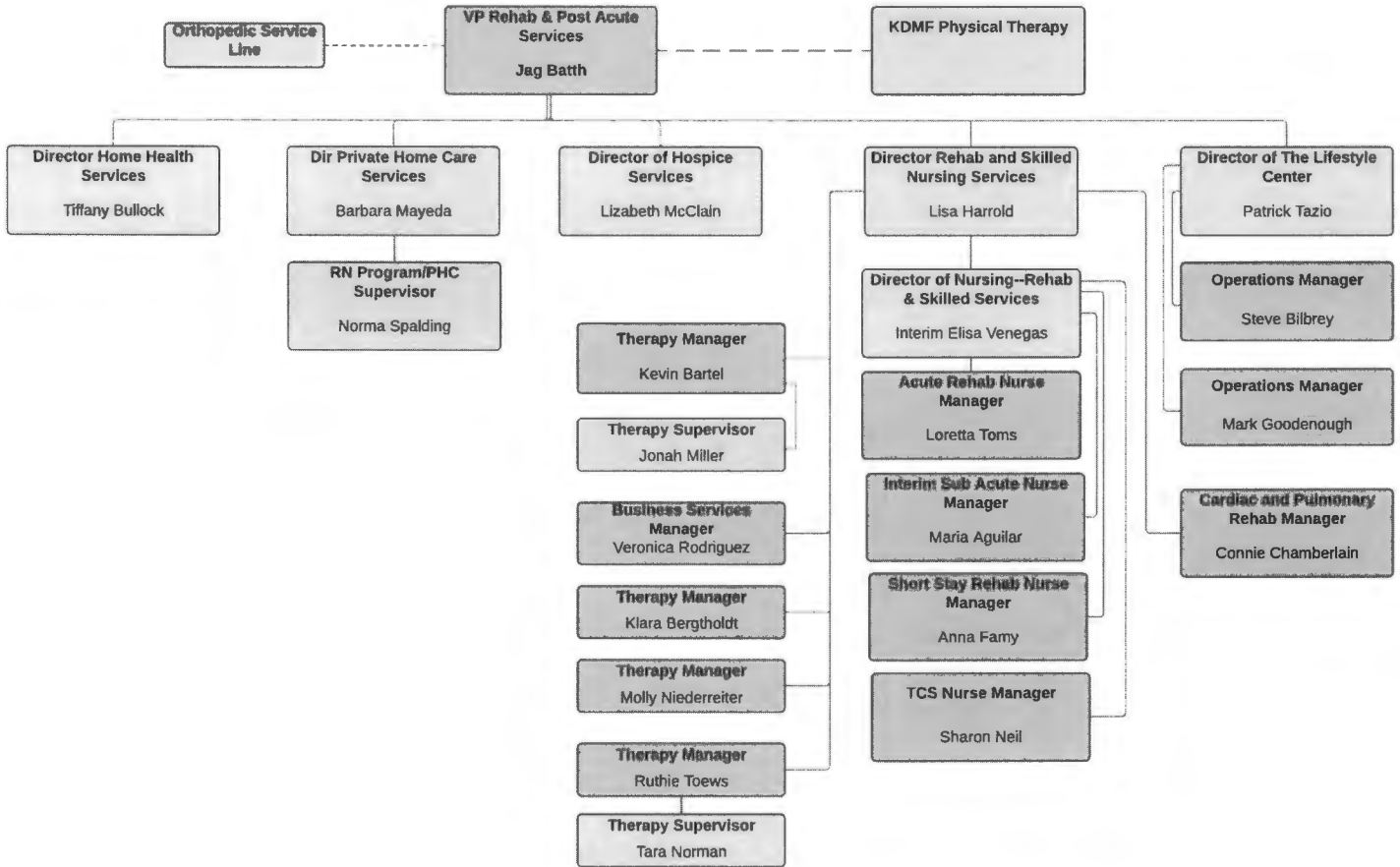
NURSING



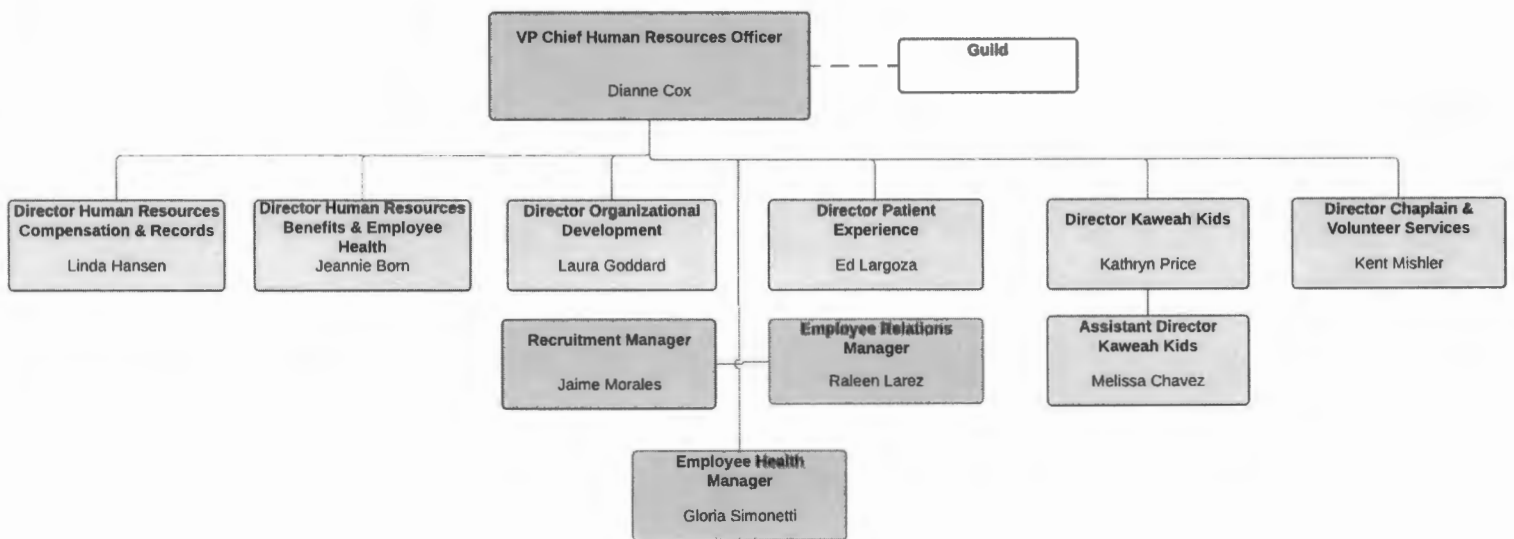
QUALITY



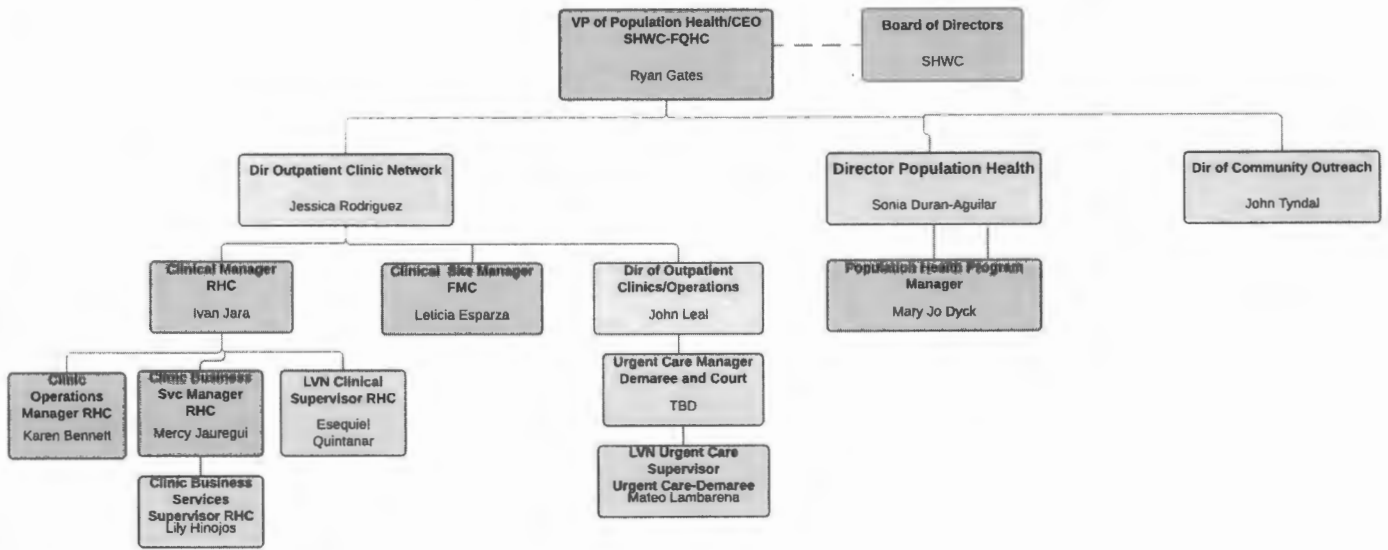
REHAB & POST ACUTE SERVICES



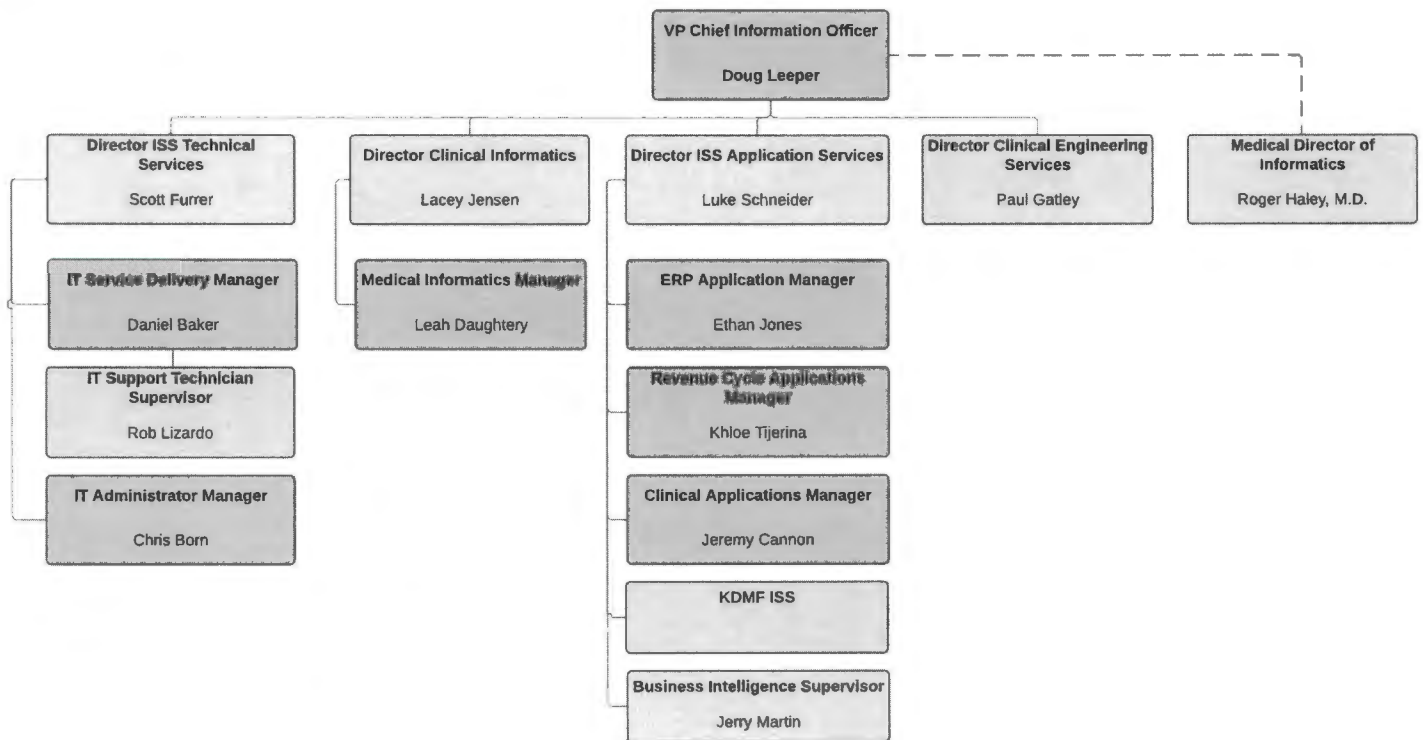
HUMAN RESOURCES



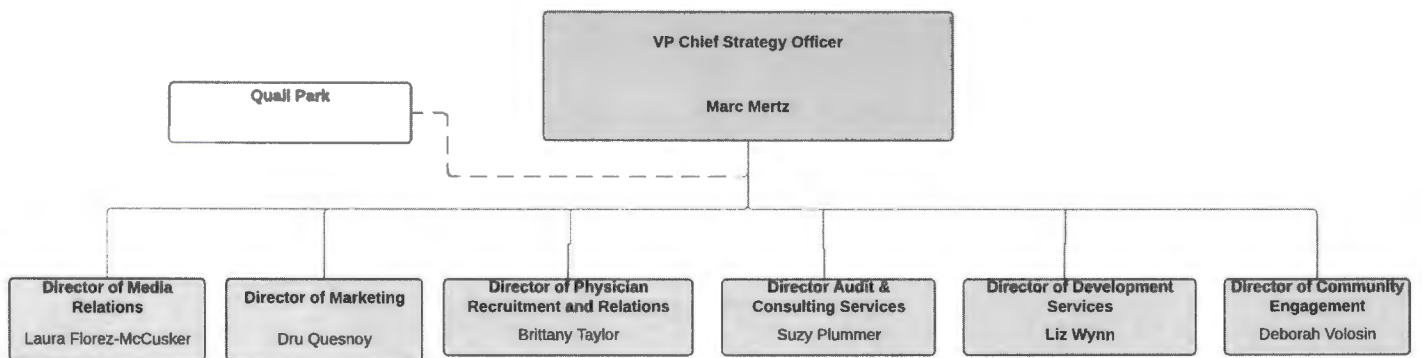
POPULATION HEALTH & FQHC



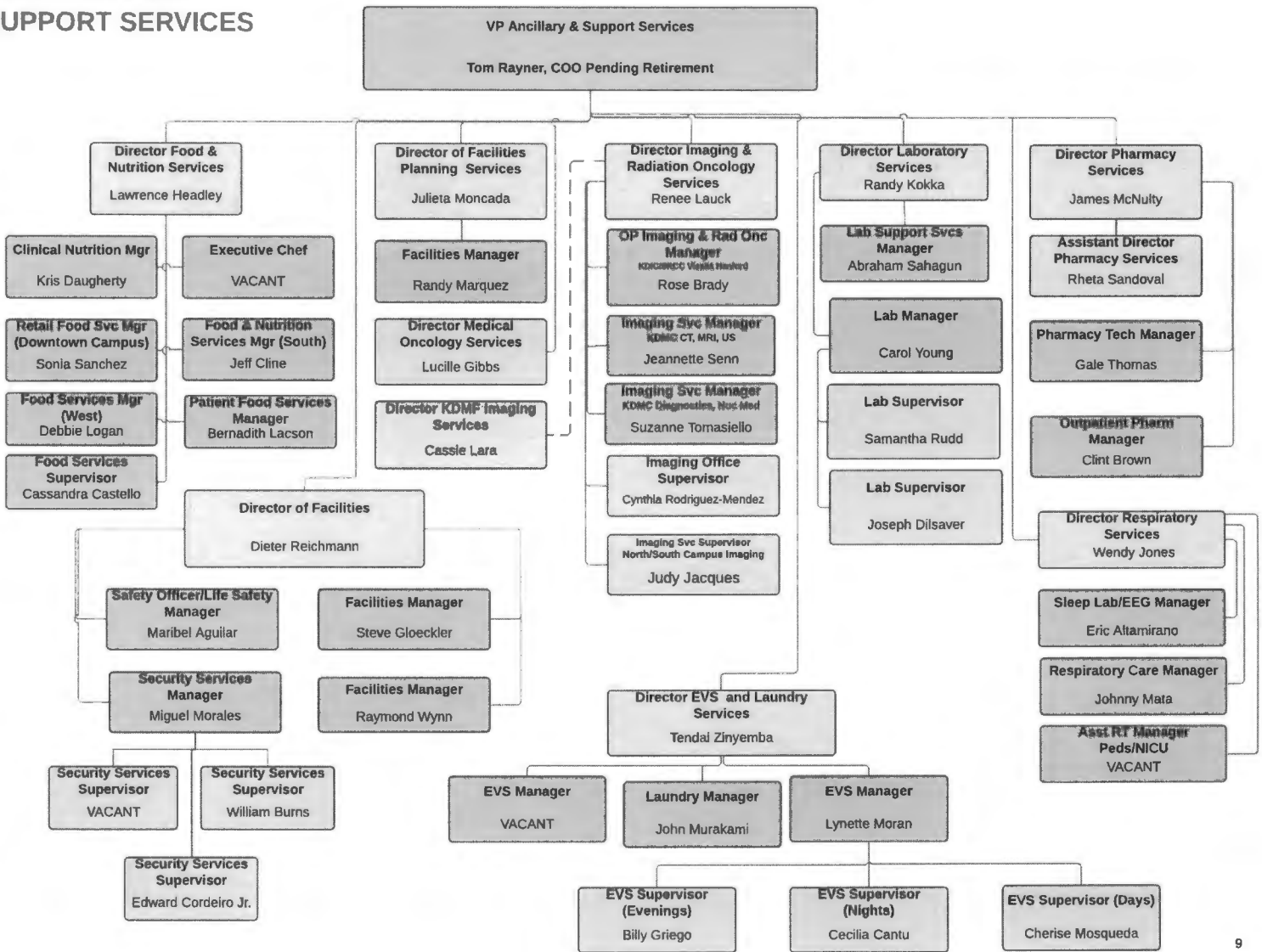
INFORMATION SERVICES



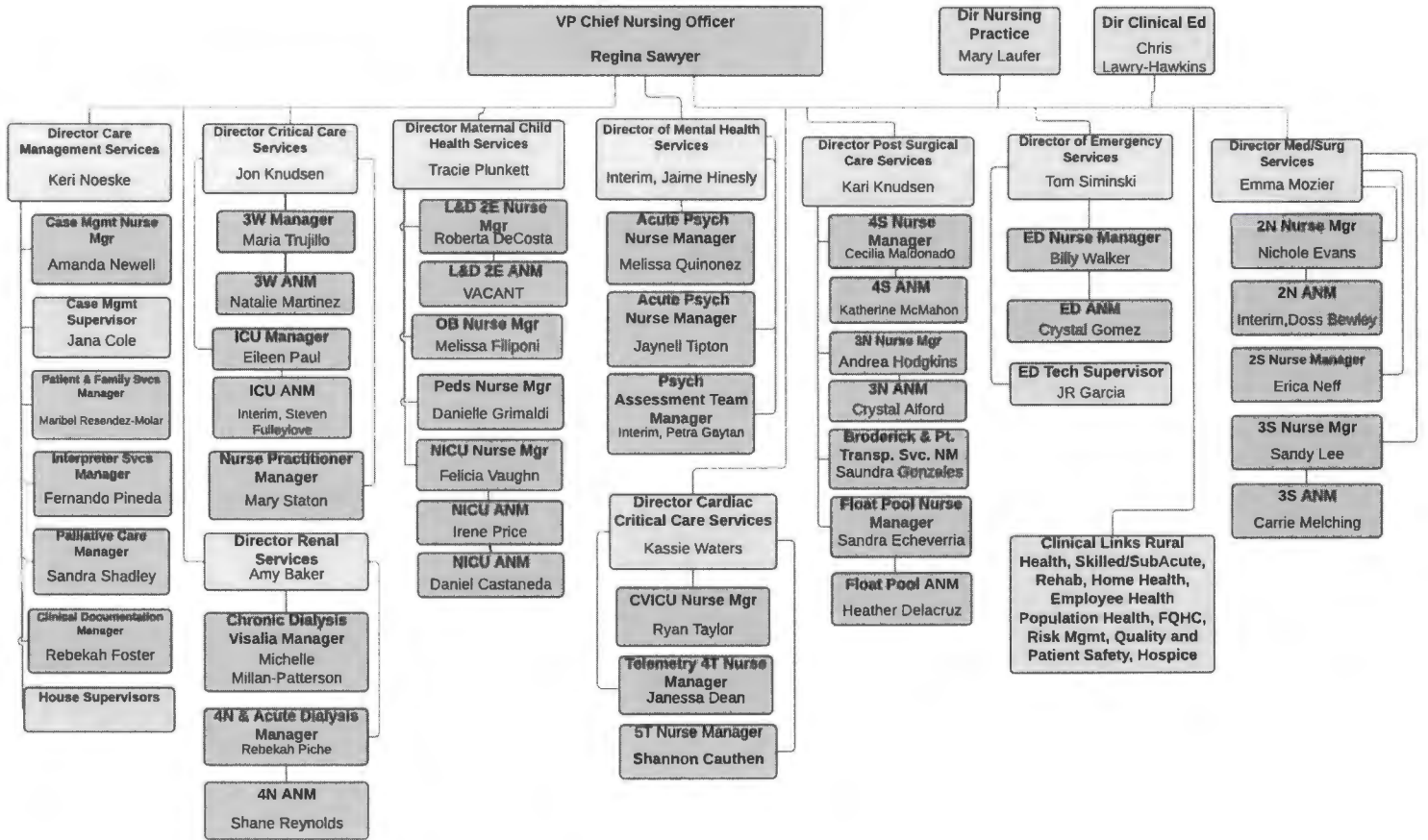
STRATEGY AND BUSINESS DEVELOPMENT



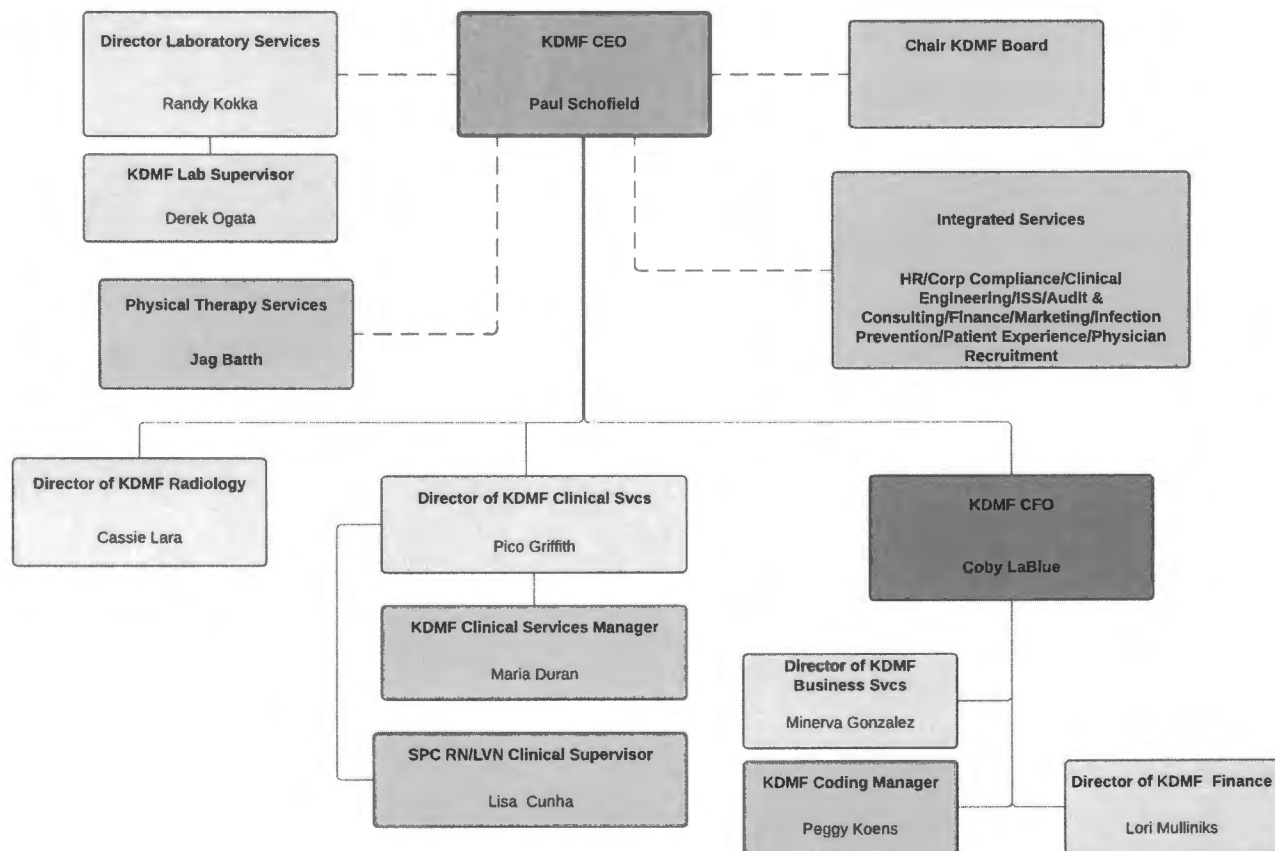
ANCILLARY AND SUPPORT SERVICES



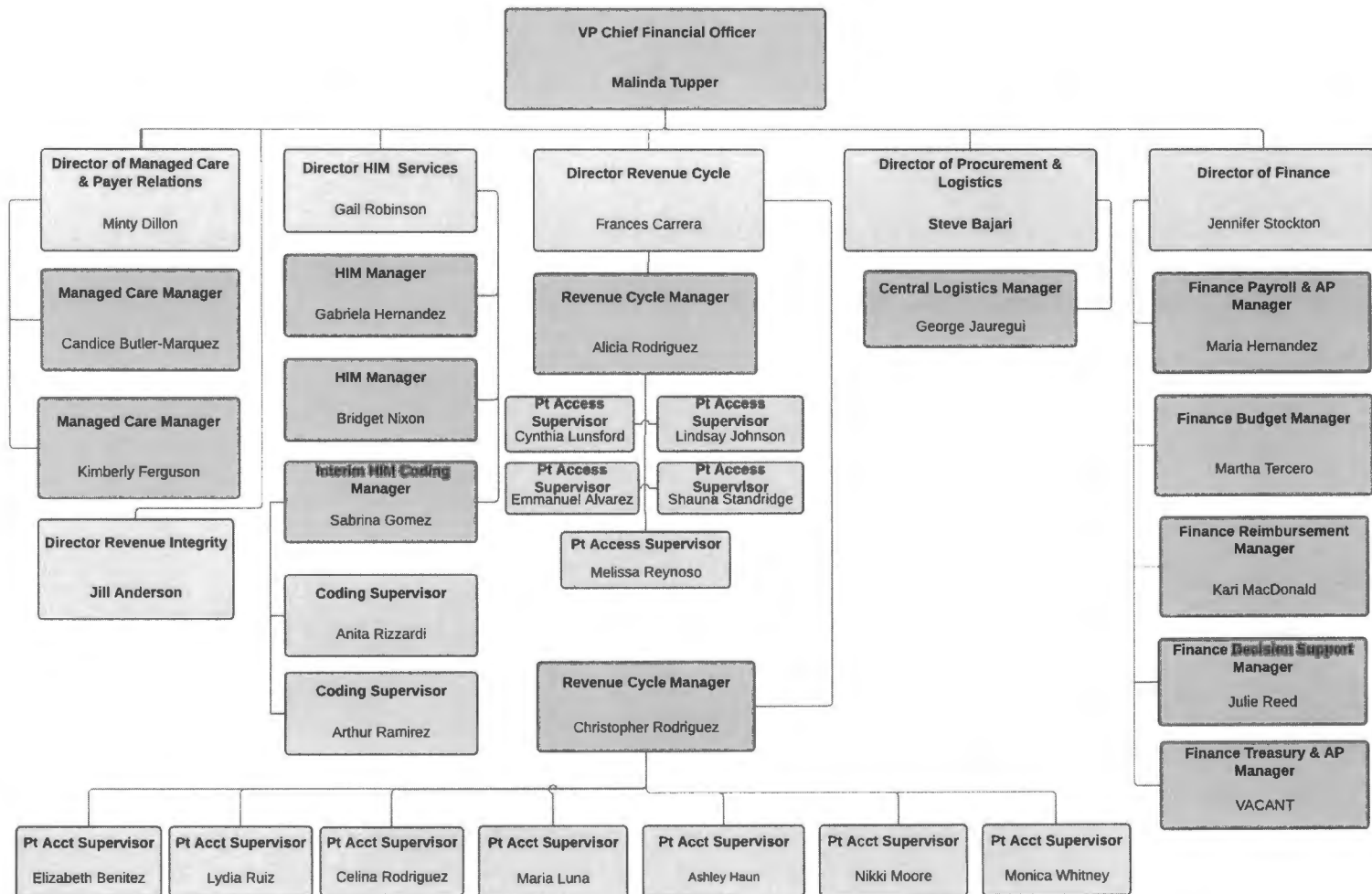
NURSING



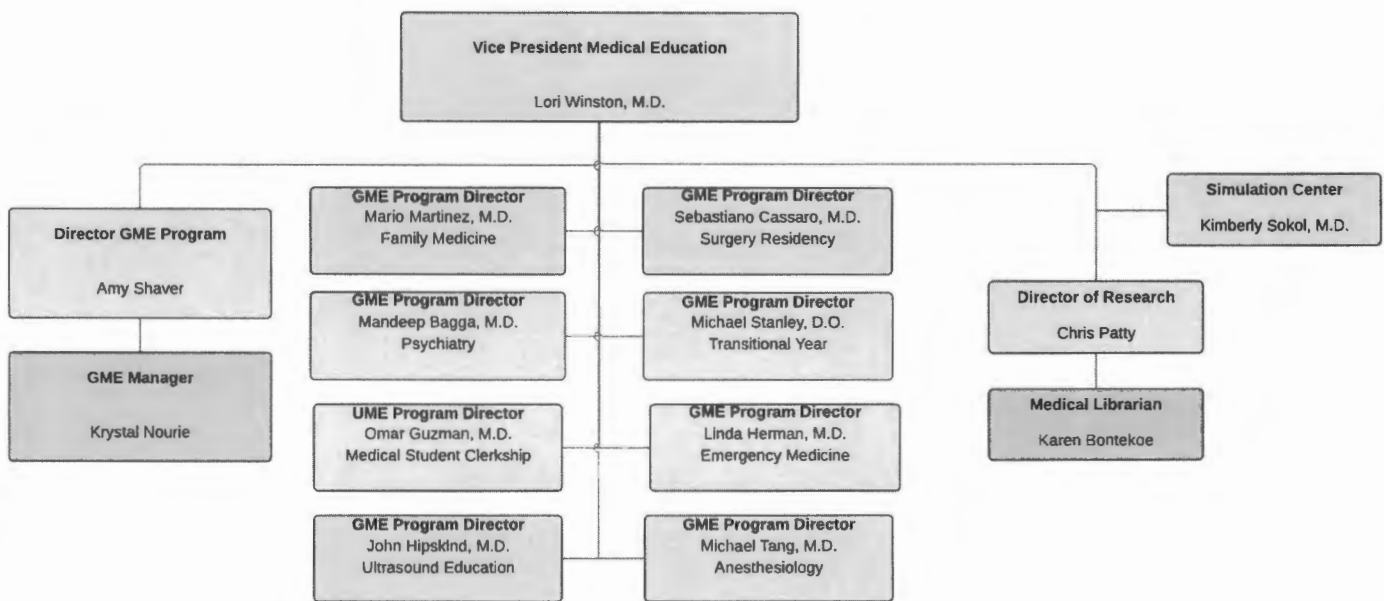
KAWEAH DELTA MEDICAL FOUNDATION



FINANCE DIVISION



GRADUATE MEDICAL EDUCATION SERVICES





VP Cardiac & Surgical Svcs

Last Modified: 3/10/2020

First Name xxxxx
 Last Name xxxxx
 Job Code 86181001974
 Job Title VP Cardiac & Surgical Svcs
 Cost Center 8618
 Department Name Executive Team
 Reports To xxxxx
 Hire Date xxxxx
 Merit Effective Date xxxxx
 Annual Competency Fair xxxxx
 Unit Specific Competency xxxxx
 Hourly Rate xxxxx
 Disciplinary Action xxxxx
 Min Grade xxxxx
 Max Grade xxxxx
 Annual Employee Exam xxxxx

Template Used: Executive-Director Template

Weights - (Total: 100%)

KDHCD JOB DESCRIPTION/PERFORMANCE EVALUATION

This form is a job description and performance review form, and is to be provided to the employee at the time of hire, position change, and annual evaluation. Every effort has been made to make this job description as complete as possible. However, it in no way states or implies that these are the only duties an employee will be required to perform. In addition, omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Every employee and contracted staff member is responsible to review and comply with all Kaweah Delta Health Care District policies and procedures including safety, environmental, behavioral and infection control standards.

OUR MISSION: The Reason we Exist

Health is our passion. Excellence is our focus. Compassion is our promise.

Our Vision: What we aspire to be

To be your world-class healthcare choice, for life.

POSITION SUMMARY/PURPOSE

The purpose of this position is to provide administrative oversight and management of all nursing practice and services. To be knowledgeable and respond to the needs of the organization, board of directors, and the community. Serves as a catalyst and role model, providing leadership and direction in accordance with both Kaweah Delta's mission and vision and nursing's core ideology. Inspires a shared vision focused on strategic goals, safety and the requisite infrastructures necessary to meet expectations of the patients and families served.

QUALIFICATIONS

License /Certification

- Required:
- CA RN license
- Preferred:
- N/A

Education

- Required:
- MSN
- Preferred:
- N/A

Experience

- Required:
- Minimum of five years of experience in a position requiring human resource management and budget development/management in an acute care setting.
- Preferred:
- N/A

Knowledge/Skills/Abilities

PHYSICAL REQUIREMENTS

Physical Activity/Amount of Time per Shift: _____

Activity:

Lift Weight:

Push or Pull:

The following conditions are present for this job: _____

Environmental Conditions:

RATINGS

Exceptional	Employee has recommended or produced unexpected or non-routine work resulting in a very positive impact for Kaweah Delta. Performance is exceptional and well beyond what is expected. Management is required to provide comments for this rating.
Exceeds	Employee frequently exceeds expectations for this accountability; work is noteworthy and highly valued. The employee consistently demonstrates higher standards of performance. Management is required to provide comments for this rating.
Successful	The employee consistently performs successfully; job performance and quality of work overall is as expected.
Improvement Needed	Employee requires support in meeting standards. Performance failed to meet expectations in one or more areas. Employee may demonstrate the potential to become fully competent with further training and development. Management is required to provide comments for this rating.
Unacceptable	Performance is not at the expected level; the employee is unable to perform without substantial assistance, monitoring, and/or training. This level of performance must significantly improve within a reasonable period of time. Management is required to provide comments for this rating. <u>If the overall rating of this evaluation is Unacceptable, please contact Human Resources.</u>

JOB RESPONSIBILITIES

50%

Essential

1. Influences all nursing care, nursing resource allocation, and nursing practice within Cardiac and Surgical Services and specialty clinics through general and specific responsibilities.
2. Participates in developing Kaweah Delta's Vision and Mission Statements. Develops nursing and clinical services' vision, goals and objectives in alignment with overall organizational objectives for Cardiac and Surgical Services and specialty clinics.
3. Develops, coordinates, implements and oversees budget of designated patient care services. Ensures departments are properly organized, managed, and supervised.
4. Ensures inter-professional collaboration with other governance, administrative, medical staff and clinical leaders.
5. Directs the development, implementation, and evaluation of Kaweah Delta's plan for the provision of care and service to provide the level of care required by current medical and nursing standards. Ensures care is safe, high-quality, and meets professional and regulatory standards.
6. Directs the development of divisional patient care programs, policies, procedures and standards and ensures they are consistent with Kaweah's Mission and in alignment with the general nursing division. Participates in the development of administrative policies and procedures. Ensures mechanisms for the development and approval of inter-professional policies and procedures.
7. Establishes standards of nursing care and clinical practice to improve patient care. Defines the scope and limits of levels of delegation as it relates to responsibility, accountability, and authority in nursing and advanced nursing practice. Determines the qualifications and competence level for department staff. Makes recommendations regarding required staffing levels based on acuity and required ratios.
8. Ensures programs are developed for orientation, staff development and continuing education to evaluate, develop and maintain clinical competency. Promotes a professional environment which facilitates recruitment and retention of competent staff.
9. Ensures patient care leaders participate in the selection of methods, technologies, and information systems for patient care and nursing practice.
10. Effectively communicates with the CEO and other members of the executive team matters pertinent to the effective direction of patient care.
11. Recommends requirements for space and other resources in conjunction with the Facilities and Properties Committee. Participates in selecting outside sources for needed services. Participates in the development of new service lines in conjunction with the VP of Strategic Planning and Development.
12. Enhances professional growth and maintains awareness of current industry trends, legislation or research, which could affect departments and Kaweah Delta.
13. Coordinates with medical directors, medical staff leaders and medical staff members to ensure proper medical direction of departments and necessary input and evaluation of services.

Addendum (essential for specific dept)

Additional

1. Demonstrates the knowledge and skills necessary to provide care and services appropriate to the population served on the assigned unit or work area

KAWEAH CARE - BEHAVIORAL STANDARDS OF PERFORMANCE

35%

1. Compassionate Service

- Ensure that our patients and families feel cared for.
- Meet and greet our customers by introducing ourselves and using their last name (i.e. Mrs. Smith) until given permission to address them less formally
- Check on patients and customers regularly, ask what they need and provide acts of kindness to meet or exceed their needs.
- Always asks customer "Is there anything else I can do for you?"
- Responds promptly to call lights or anything related to the responsiveness to customers.

2. Respect

- Values all people at Kaweah Delta by focusing on and being sensitive to their spiritual, social and cultural needs.
- Provides comfort measures to our patients, families, and each other.
- Has effective interactions with people regardless of status or position.
- Parks in designated areas, remembering that customer convenience is an important aspect of their care.

3. Communication

- Always greet customers and colleagues warmly with a smile.
- Communicates nicely and respectfully at all times, in speech and writing including telephone, email and text.
- Uses please and thank you.
- Refrains from gossip, profane language, arguing, loud voices, expressions of anger, or any conduct that causes disruption or disharmony in the environment.
- Adheres to standards of communication, including RELATE (Reassure, Explain, Listen, Answer, Take Action, Express appreciation) and offering sincere apologies for inconveniences.

4. Safety

- Stops the line, when necessary. Puts safety first, including speaking up respectfully when concerned or uncomfortable about a potential safety issue that is noticed or identified; steps in and works to correct this safety concern.
- Proactively address problems or defects; investigates, reports and corrects.
- Keep patients safe by preventing infections and reporting potential or real medical errors that could result in patient harm.
- Keep ourselves safe by using techniques to prevent all injuries at work, remaining compliant with annual TB and flu vaccine policies), and using personal protective equipment when appropriate.
- Keeps our environment safe by making sure work and patient care areas are free from clutter to prevent falls and injuries.

5. Personal Ownership

- Knows and understands the responsibilities of position; takes charge of and accepts these responsibilities.
- Strives to do the job right the first time by doing what is right for those we serve.
- Respects our property, the property of others, and our work environment.
- Owns our environment and takes the initiative to keep our facilities neat and clean.

6. Privacy

- Protected Health Information (PHI) is accessed and released only to persons authorized by the patient to receive the information. All Personally Identifiable Information (PII) is stored, accessed, shared and/or deleted in strict compliance with District Policy, state and federal regulations.
- PHI and PII is strictly accessed only as necessary to perform job duties.
- As appropriate and necessary, when discussing patient or personal information, doors or curtains are closed as appropriate and if available and voice is lowered.
- Computers are logged off or screens are minimized, patient charts or personal information screens are closed, fax numbers verified, and caution is taken to provide patient or personal information to the intended recipient.

7. Professional Image

- Demonstrates a clean, professional image at all times.
- ID Badge is chest high and in view. Badge is updated and not faded, with no pins or markings; picture is current.
- Role models respectful, professional behaviors.
- Keep personal conversation out of hearing of patients, visitors, and guests.
- Honors a quiet environment.

8. Commitment to Colleagues/Acts as a Member of the Kaweah Delta Team

- Looks beyond assigned tasks and offers help where needed.
- Recognizes others when someone goes above and beyond.
- Treats everyone professionally; recognizes that each of us has an area of expertise.
- Is loyal to colleagues and the mission of Kaweah Delta Health Care District.
- Inspires confidence in the abilities of team members (manages up).
- Creates a supportive environment that is free from bullying, hostility or unprofessional or inappropriate behaviors.

ACCOUNTABLE LEADERSHIP CORE COMPETENCIES

15%

1. Lead by Example

- Serves as a role model for their department(s) by consistently demonstrating Kaweah Care behavioral standards and initiatives
- Demonstrates support, role models and ensures compliance with the KDHC Code of Conduct
- Promotes effective working relationships with Vice Presidents, Directors, Managers and Physicians by demonstrating a commitment to shared goals and effective problem solving
- Punctually attends and participates in meetings and carries out meeting responsibilities as assigned
- Utilizes methods of communication with staff, including huddles, staff meetings, rounding and sharing News You Can Use from leadership meetings

2. Develop and Sustain High Performing People and Teams

- Carries out hospital philosophies and complies with policies and applicable laws regarding
 - Effective interviewing, hiring, orienting, and training employees
 - Planning, assigning, and directing work
 - Appraising performance in a timely manner
 - Conducting crucial conversations and disciplining employees
 - Addressing employee concerns and resolving problems
 - Providing a safe and injury free environment
- Fosters a team environment within the department and among other departments across all staff levels
- Actively supports professional development of team members
- Provides encouragement and recognition for a job well done
- Meets 80% workgroup response rate to biennial Employee Engagement and SAQ Survey

3. Improve the Quality of Their Services

- Responsible for quality and performance improvement activities in their department(s) and as they may affect other areas of Kaweah Delta
- Supports organizational quality initiatives; shares department and Kaweah Delta quality indicators and outcomes with employees
- Identifies, reviews, reports, and maintains indicators of sound clinical, service, and high quality practice
- Researches industry 'best practices' for possible implementation in department(s)

4. Provide for High Quality Customer Experience and Service

- Proposes and implements changes that result in improved service, patient and family experience, and patient or work environment safety. Involves employees and physicians in changes as appropriate
- Addresses and resolves patient, family, physician, or service inquiries and complaints
- Ensures the performance of high quality work by making resources, including supplies and equipment, available to staff
- Continuously assess and identifies risks and hazards to patients and supports mitigation efforts
- Continuously assess hospital acquired infections related to inadequate hand hygiene and supports improvement efforts

5. Accountable for Productivity, Efficiency, and Financial Performance

- Prepares department(s) operating and capital budgets, manages ongoing operations in accordance with budget parameters. Has reasonable explanation for budget variances
- Considers revenue opportunities and expense reduction opportunities in the decision making process and throughout budget cycle

6. Ensure Compliance with Policy, Regulatory, Licensure, and Accreditation

- Meets all regulatory requirements for department operation (The Joint Commission, CMS, CDPH, CAP, infection prevention, etc.)
- Maintains up-to-date departmental policies and collaborates with others responsible for same. Educates staff accordingly
- Ensures the use of MIDAS by staff and conducts timely follow up on all reported events
- Ensures employee compliance with all job requirements
- Inspects and maintains a safe environment with consideration for the population served

ATTENDANCE

- Adheres to scheduling practices and attendance policy
- Utilizes automated timekeeping system with minimal edits
- Attends department/unit meetings and reads assigned emails and materials
- Attends organization and department specific education/training and in-services

EMPLOYEE ENGAGEMENT INPUT

(Designed for employee and Leader to discuss engagement)

1. There is great work that happens in our department every day. Do you think there needs to be more recognition for individuals or teams that do a good job? Do you feel recognized for your work?
2. A changing workplace is a certainty, and many times changes happen quickly across the organization or within our department. Do you feel you have the opportunity to be involved in decisions that affect your work? Can you give an example of how or when we could include employees when planning changes?
3. Balancing time and energy between work and personal life is important to health and happiness in your career. How do you feel you are doing in managing your work/life balance?

GOALS

1. What professional goals have you set for the next year? How can your leader support you in reaching your goals?

MANAGER INPUT

1. This section is designed for the supervisor to identify areas of accomplishment. This may include areas where an employee met department goals or exceeded expectations.

2. This section is designed for the supervisor to identify what development needs are required to support the employee's growth in the coming year. When determining development areas, we should assist the employee to enhance existing strengths and also develop new skills. Development opportunities can include in-house training, job assignments, cross-training, or participation in special projects. Other areas for improvement may also be documented here.

OVERALL SUMMARY

Employee has read and agreed to comply with the Code of Conduct.

Employee will adhere to all state and federal Privacy Laws and Kaweah Delta Privacy and Confidentiality Policies and Procedures. Employee understands that any violation may result in state and federal fines to Kaweah Delta and/or to them, reporting to the state and federal government and applicable licensing board, possible civil and criminal action, indefinite loss of Kaweah Delta of information system security access, and progressive discipline up to and including termination of employment.

Evaluation Scoring:

Any employee that has reached the maximum salary for their grade will receive the difference in a merit lump sum.

Award Determination:

Total weighted average is calculated on the selections made throughout the form.

The Percent of Increase may change at the beginning of each fiscal year due to approved budget.

Total Weighted Average	Percent of Increase
.00 - .83	0%
0.84 - 1.60	1.0%
1.61 - 1.70	1.5%
1.71 - 1.99	2.0%
2.00 - 2.80	2.5%
2.81 - 3.25	3.0%
3.26 - 3.60	3.5%
3.61 - 4.00	4.0%

By signing below, I acknowledge that I have reviewed the Code of Conduct and Kaweah Delta Privacy and Confidentiality policies and procedures and Overall Summary, received this performance review and have had the opportunity to discuss the results with my department manager/immediate supervisor.



VP Rehab & Post Acute Svcs

First Name xxxxx
 Last Name xxxxx
 Job Code 86181001975
 Job Title VP Rehab & Post Acute Svcs
 Cost Center 8618
 Department Name Executive Team
 Reports To xxxxx
 Hire Date xxxxx
 Merit Effective Date xxxxx
 Annual Competency Fair xxxxx
 Unit Specific Competency xxxxx
 Hourly Rate xxxxx
 Disciplinary Action xxxxx
 Min Grade xxxxx
 Max Grade xxxxx
 Annual Employee Exam xxxxx

Template Used: Director - Executive Template Test

Weights - (Total:100%)

JOB DESCRIPTION/PERFORMANCE EVALUATION

This form is a job description and performance review form, and is to be provided to the employee at the time of hire, position change, and annual evaluation. Every effort has been made to make this job description as complete as possible. However, it in no way states or implies that these are the only duties an employee will be required to perform. In addition, omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Every employee and contracted staff member is responsible to review and comply with all Kaweah Delta Health Care District policies and procedures including safety, environmental, behavioral and infection control standards.

DEPT MISSION STATEMENT OR NURSING VISION STATEMENT

POSITION SUMMARY/PURPOSE

QUALIFICATIONS

License /Certification

Required:
Preferred:

Education

Required:
Preferred:

Experience

Required:
Preferred:

Knowledge/Skills/Abilities

PHYSICAL REQUIREMENTS

Physical Activity/Amount of Time per Shift: _____

Activity:

Lift Weight:

Push or Pull:

The following conditions are present for this job: _____

Environmental Conditions:

RATINGS

Exceptional	Employee has recommended or produced unexpected or non-routine work resulting in a very positive impact for Kaweah Delta. Performance is exceptional and well beyond what is expected. Management is required to provide comments for this rating.
-------------	--

Exceeds	Employee frequently exceeds expectations for this accountability; work is noteworthy and highly valued. The employee consistently demonstrates higher standards of performance. Management is required to provide comments for this rating.
Successful	The employee consistently performs successfully; job performance and quality of work overall is as expected.
Improvement Needed	Employee requires support in meeting standards. Performance failed to meet expectations in one or more areas. Employee may demonstrate the potential to become fully competent with further training and development. Management is required to provide comments for this rating.
Unacceptable	Performance is not at the expected level; the employee is unable to perform without substantial assistance, monitoring, and/or training. This level of performance must significantly improve within a reasonable period of time. Management is required to provide comments for this rating. <u>If the overall rating of this evaluation is Unacceptable, please contact Human Resources.</u>

JOB RESPONSIBILITIES

50%

Essential

Addendum (essential for specific dept)

Additional

KAWEAH CARE - BEHAVIORAL STANDARDS OF PERFORMANCE

20%

1. Compassionate Service

- Ensure that our patients and families feel cared for.
- Meet and greet our customers by introducing ourselves and using their last name (i.e. Mrs. Smith) until given permission to address them less formally
- Check on patients and customers regularly, ask what they need and provide acts of kindness to meet or exceed their needs.
- Always asks customer "Is there anything else I can do for you?"
- Responds promptly to call lights or anything related to the responsiveness to customers.

2. Respect

- Values all people at Kaweah Delta by focusing on and being sensitive to their spiritual, social and cultural needs.
- Provides comfort measures to our patients, families, and each other.
- Has effective interactions with people regardless of status or position.
- Parks in designated areas, remembering that customer convenience is an important aspect of their care.

3. Communication

- Always greet customers and colleagues warmly with a smile.
- Communicates nicely and respectfully at all times, in speech and writing including telephone, email and text.
- Uses please and thank you.
- Refrains from gossip, profane language, arguing, loud voices, expressions of anger, or any conduct that causes disruption or disharmony in the environment.
- Adheres to standards of communication, including RELATE (Reassure, Explain, Listen, Answer, Take Action, Express appreciation) and offering sincere apologies for inconveniences.

4. Safety

- Stops the line, when necessary. Puts safety first, including speaking up respectfully when concerned or uncomfortable about a potential safety issue that is noticed or identified; steps in and works to correct this safety concern.
- Proactively address problems or defects; investigates, reports and corrects.
- Keep patients safe by preventing infections and reporting potential or real medical errors that could result in patient harm.
- Keep ourselves safe by using techniques to prevent all injuries at work, remaining compliant with annual TB and flu vaccine policies), and using personal protective equipment when appropriate.
- Keeps our environment safe by making sure work and patient care areas are free from clutter to prevent falls and injuries.

5. Personal Ownership

- Knows and understands the responsibilities of position; takes charge of and accepts these responsibilities.
- Strives to do the job right the first time by doing what is right for those we serve.
- Respects our property, the property of others, and our work environment.
- Owns our environment and takes the initiative to keep our facilities neat and clean.

6. Privacy

- Protected Health Information (PHI) is accessed and released only to persons authorized by the patient to receive the information. All
- Personally Identifiable Information (PII) is stored, accessed, shared and/or deleted in strict compliance with District Policy, state and federal regulations.
- PHI and PII is strictly accessed only as necessary to perform job duties.
- As appropriate and necessary, when discussing patient or personal information, doors or curtains are closed as appropriate and if available and voice is lowered.
- Computers are logged off or screens are minimized, patient charts or personal information screens are closed, fax numbers verified, and caution is taken to provide patient or personal information to the intended recipient.

7. Professional Image

- Demonstrates a clean, professional image at all times.
- ID Badge is chest high and in view. Badge is updated and not faded, with no pins or markings; picture is current.
- Role models respectful, professional behaviors.
- Keep personal conversation out of hearing of patients, visitors, and guests.
- Honors a quiet environment.

8. Commitment to Colleagues/Acts as a Member of the Kaweah Delta Team

- Looks beyond assigned tasks and offers help where needed.
- Recognizes others when someone goes above and beyond.
- Treats everyone professionally; recognizes that each of us has an area of expertise.
- Is loyal to colleagues and the mission of Kaweah Delta Health Care District.
- Inspires confidence in the abilities of team members (manages up).
- Creates a supportive environment that is free from bullying, hostility or unprofessional or inappropriate behaviors.

ACCOUNTABLE LEADERSHIP CORE COMPETENCIES

30%

1. Lead by Example

- Serves as a role model for their department(s) by consistently demonstrating Kaweah Care behavioral standards and initiatives
- Demonstrates support, role models and ensures compliance with the KDHC Code of Conduct
- Promotes effective working relationships with Vice Presidents, Directors, Managers and Physicians by demonstrating a commitment to shared goals and effective problem solving
- Punctually attends and participates in meetings and carries out meeting responsibilities as assigned
- Utilizes methods of communication with staff, including huddles, staff meetings, rounding and sharing News You Can Use from leadership meetings

2. Develop and Sustain High Performing People and Teams

- Carries out hospital philosophies and complies with policies and applicable laws regarding
 - Effective interviewing, hiring, orienting, and training employees
 - Planning, assigning, and directing work
 - Appraising performance in a timely manner
 - Conducting crucial conversations and disciplining employees
 - Addressing employee concerns and resolving problems
 - Providing a safe and injury free environment
- Fosters a team environment within the department and among other departments across all staff levels
- Actively supports professional development of team members
- Provides encouragement and recognition for a job well done
- Meets 80% workgroup response rate to biennial Employee Engagement and SAQ Survey

3. Improve the Quality of Their Services

- Responsible for quality and performance improvement activities in their department(s) and as they may affect other areas of Kaweah Delta
- Supports organizational quality initiatives; shares department and Kaweah Delta quality indicators and outcomes with employees
- Identifies, reviews, reports, and maintains indicators of sound clinical, service, and high quality practice
- Researches industry 'best practices' for possible implementation in department(s)

4. Provide for High Quality Customer Experience and Service

- Proposes and implements changes that result in improved service, patient and family experience, and patient or work environment safety. Involves employees and physicians in changes as appropriate
- Addresses and resolves patient, family, physician, or service inquiries and complaints
- Ensures the performance of high quality work by making resources, including supplies and equipment, available to staff
- Continuously assess and identifies risks and hazards to patients and supports mitigation efforts
- Continuously assess hospital acquired infections related to inadequate hand hygiene and supports improvement efforts

5. Accountable for Productivity, Efficiency, and Financial Performance

- Prepares department(s) operating and capital budgets, manages ongoing operations in accordance with budget parameters. Has reasonable explanation for budget variances
- Considers revenue opportunities and expense reduction opportunities in the decision making process and throughout budget cycle

6. Ensure Compliance with Policy, Regulatory, Licensure, and Accreditation

- Meets all regulatory requirements for department operation (The Joint Commission, CMS, CDPH, CAP, infection prevention, etc.)

- Maintains up-to-date departmental policies and collaborates with others responsible for same. Educates staff accordingly
- Ensures the use of MIDAS by staff and conducts timely follow up on all reported events
- Ensures employee compliance with all job requirements
- Inspects and maintains a safe environment with consideration for the population served

DEPARTMENT GOALS

1. What professional goals have you set for the next 3 years? How can your leader support you in reaching your goals?

ENGAGEMENT INPUT

1. There is great work that happens in our department every day. Do you think there needs to be more recognition for individuals or teams that do a good job? Do you feel recognized for your work?
2. A changing workplace is a certainty, and many times changes happen quickly across the organization or within our department. Do you feel you have the opportunity to be involved in decisions that affect your work? Can you give an example of how or when we could include leaders when planning changes?
3. Balancing time and energy between work and personal life is important to health and happiness in your career. How do you feel you are doing in managing your work/life balance?

MANAGER INPUT

1. This section is designed for the leader to identify areas of accomplishment. This may include areas where an employee met department goals or exceeded expectations.
2. This section is designed for the leader to identify what development needs are required to support the employee's growth in the coming year. When determining development areas, we should assist the employee to enhance existing strengths and also develop new skills. Development opportunities can include in-house training, job assignments, cross-training, or participation in special projects. Other areas for improvement may also be documented here.

ACKNOWLEDGEMENT

I have read and agree to comply with the Code of Conduct.

I will adhere to all state and federal Privacy Laws and Kaweah Delta Privacy and Confidentiality Policies and Procedures. I understand that any violation may result in state and federal fines to Kaweah Delta and/or to me, reporting to the state and federal government and applicable licensing board, possible civil and criminal action, indefinite loss of Kaweah Delta of information system security access, and progressive discipline up to and including termination of employment.

By signing below, I acknowledge that I have received this performance review and have had the opportunity to discuss the results with my leader.

OVERALL SUMMARY

Award Determination:

Total weighted average is calculated on the selections made throughout the form.

The Percent of Increase may change at the beginning of each fiscal year due to approved budget.

Total Weighted Average	Percent of Increase
.00 - .99	0%
1.00 - 1.99	1.0%
2.00 - 2.99	2.5%
3.00 - 3.59	3.0%
3.60 - 4.00	4.0%



VP of Population Health

First Name xxxxx
Last Name xxxxx
Job Code 86181001977
Job Title VP of Population Health
Cost Center 8618
Department Name Executive Team
Reports To xxxxx
Hire Date xxxxx
Merit Effective Date xxxxx
Annual Competency Fair xxxxx
Unit Specific Competency xxxxx
Hourly Rate xxxxx
Disciplinary Action xxxxx
Min Grade xxxxx
Max Grade xxxxx
Annual Employee Exam xxxxx

Template Used: Director - Executive Template Test

Weights - (Total: 100%)

JOB DESCRIPTION/PERFORMANCE EVALUATION

This form is a job description and performance review form, and is to be provided to the employee at the time of hire, position change, and annual evaluation. Every effort has been made to make this job description as complete as possible. However, it in no way states or implies that these are the only duties an employee will be required to perform. In addition, omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Every employee and contracted staff member is responsible to review and comply with all Kaweah Delta Health Care District policies and procedures including safety, environmental, behavioral and infection control standards.

DEPT MISSION STATEMENT OR NURSING VISION STATEMENT

POSITION SUMMARY/PURPOSE

QUALIFICATIONS

License /Certification

Required:
Preferred:

Education

Required:
Preferred:

Experience

Required:
Preferred:

Knowledge/Skills/Abilities

PHYSICAL REQUIREMENTS

Physical Activity/Amount of Time per Shift:

Activity:

Lift Weight:

Push or Pull:

The following conditions are present for this job:

Environmental Conditions:

RATINGS

Table with 2 columns: Rating (Exceptional) and Description (Employee has recommended or produced unexpected or non-routine work resulting in a very positive impact for Kaweah Delta. Performance is exceptional and well beyond what is expected. Management is required to provide comments for this rating.)

Exceeds	Employee frequently exceeds expectations for this accountability; work is noteworthy and highly valued. The employee consistently demonstrates higher standards of performance. Management is required to provide comments for this rating.
Successful	The employee consistently performs successfully; job performance and quality of work overall is as expected.
Improvement Needed	Employee requires support in meeting standards. Performance failed to meet expectations in one or more areas. Employee may demonstrate the potential to become fully competent with further training and development. Management is required to provide comments for this rating.
Unacceptable	Performance is not at the expected level; the employee is unable to perform without substantial assistance, monitoring, and/or training. This level of performance must significantly improve within a reasonable period of time. Management is required to provide comments for this rating. <u>If the overall rating of this evaluation is Unacceptable, please contact Human Resources.</u>

JOB RESPONSIBILITIES

50%

Essential

Addendum (essential for specific dept)

Additional

KAWEAH CARE - BEHAVIORAL STANDARDS OF PERFORMANCE

20%

1. Compassionate Service

- Ensure that our patients and families feel cared for.
- Meet and greet our customers by introducing ourselves and using their last name (i.e. Mrs. Smith) until given permission to address them less formally
- Check on patients and customers regularly, ask what they need and provide acts of kindness to meet or exceed their needs.
- Always asks customer "Is there anything else I can do for you?"
- Responds promptly to call lights or anything related to the responsiveness to customers.

2. Respect

- Values all people at Kaweah Delta by focusing on and being sensitive to their spiritual, social and cultural needs.
- Provides comfort measures to our patients, families, and each other.
- Has effective interactions with people regardless of status or position.
- Parks in designated areas, remembering that customer convenience is an important aspect of their care.

3. Communication

- Always greet customers and colleagues warmly with a smile.
- Communicates nicely and respectfully at all times, in speech and writing including telephone, email and text.
- Uses please and thank you.
- Refrains from gossip, profane language, arguing, loud voices, expressions of anger, or any conduct that causes disruption or disharmony in the environment.
- Adheres to standards of communication, including RELATE (Reassure, Explain, Listen, Answer, Take Action, Express appreciation) and offering sincere apologies for inconveniences.

4. Safety

- Stops the line, when necessary. Puts safety first, including speaking up respectfully when concerned or uncomfortable about a potential safety issue that is noticed or identified; steps in and works to correct this safety concern.
- Proactively address problems or defects; investigates, reports and corrects.
- Keep patients safe by preventing infections and reporting potential or real medical errors that could result in patient harm.
- Keep ourselves safe by using techniques to prevent all injuries at work, remaining compliant with annual TB and flu vaccine policies), and using personal protective equipment when appropriate.
- Keeps our environment safe by making sure work and patient care areas are free from clutter to prevent falls and injuries.

5. Personal Ownership

- Knows and understands the responsibilities of position; takes charge of and accepts these responsibilities.
- Strives to do the job right the first time by doing what is right for those we serve.
- Respects our property, the property of others, and our work environment.
- Owns our environment and takes the initiative to keep our facilities neat and clean.

6. Privacy

- Protected Health Information (PHI) is accessed and released only to persons authorized by the patient to receive the information. All
- Personally Identifiable Information (PII) is stored, accessed, shared and/or deleted in strict compliance with District Policy, state and federal regulations.
- PHI and PII is strictly accessed only as necessary to perform job duties.
- As appropriate and necessary, when discussing patient or personal information, doors or curtains are closed as appropriate and if available and voice is lowered.
- Computers are logged off or screens are minimized, patient charts or personal information screens are closed, fax numbers verified, and caution is taken to provide patient or personal information to the intended recipient.

7. Professional Image

- Demonstrates a clean, professional image at all times.
- ID Badge is chest high and in view. Badge is updated and not faded, with no pins or markings; picture is current.
- Role models respectful, professional behaviors.
- Keep personal conversation out of hearing of patients, visitors, and guests.
- Honors a quiet environment.

8. Commitment to Colleagues/Acts as a Member of the Kaweah Delta Team

- Looks beyond assigned tasks and offers help where needed.
- Recognizes others when someone goes above and beyond.
- Treats everyone professionally; recognizes that each of us has an area of expertise.
- Is loyal to colleagues and the mission of Kaweah Delta Health Care District.
- Inspires confidence in the abilities of team members (manages up).
- Creates a supportive environment that is free from bullying, hostility or unprofessional or inappropriate behaviors.

ACCOUNTABLE LEADERSHIP CORE COMPETENCIES

30%

1. Lead by Example

- Serves as a role model for their department(s) by consistently demonstrating Kaweah Care behavioral standards and initiatives
- Demonstrates support, role models and ensures compliance with the KDHC Code of Conduct
- Promotes effective working relationships with Vice Presidents, Directors, Managers and Physicians by demonstrating a commitment to shared goals and effective problem solving
- Punctually attends and participates in meetings and carries out meeting responsibilities as assigned
- Utilizes methods of communication with staff, including huddles, staff meetings, rounding and sharing News You Can Use from leadership meetings

2. Develop and Sustain High Performing People and Teams

- Carries out hospital philosophies and complies with policies and applicable laws regarding
 - Effective interviewing, hiring, orienting, and training employees
 - Planning, assigning, and directing work
 - Appraising performance in a timely manner
 - Conducting crucial conversations and disciplining employees
 - Addressing employee concerns and resolving problems
 - Providing a safe and injury free environment
- Fosters a team environment within the department and among other departments across all staff levels
- Actively supports professional development of team members
- Provides encouragement and recognition for a job well done
- Meets 80% workgroup response rate to biennial Employee Engagement and SAQ Survey

3. Improve the Quality of Their Services

- Responsible for quality and performance improvement activities in their department(s) and as they may affect other areas of Kaweah Delta
- Supports organizational quality initiatives; shares department and Kaweah Delta quality indicators and outcomes with employees
- Identifies, reviews, reports, and maintains indicators of sound clinical, service, and high quality practice
- Researches industry 'best practices' for possible implementation in department(s)

4. Provide for High Quality Customer Experience and Service

- Proposes and implements changes that result in improved service, patient and family experience, and patient or work environment safety. Involves employees and physicians in changes as appropriate
- Addresses and resolves patient, family, physician, or service inquiries and complaints
- Ensures the performance of high quality work by making resources, including supplies and equipment, available to staff
- Continuously assess and identifies risks and hazards to patients and supports mitigation efforts
- Continuously assess hospital acquired infections related to inadequate hand hygiene and supports improvement efforts

5. Accountable for Productivity, Efficiency, and Financial Performance

- Prepares department(s) operating and capital budgets, manages ongoing operations in accordance with budget parameters. Has reasonable explanation for budget variances
- Considers revenue opportunities and expense reduction opportunities in the decision making process and throughout budget cycle

6. Ensure Compliance with Policy, Regulatory, Licensure, and Accreditation

- Meets all regulatory requirements for department operation (The Joint Commission, CMS, CDPH, CAP, infection prevention, etc.)

- Maintains up-to-date departmental policies and collaborates with others responsible for same. Educates staff accordingly
- Ensures the use of MIDAS by staff and conducts timely follow up on all reported events
- Ensures employee compliance with all job requirements
- Inspects and maintains a safe environment with consideration for the population served

DEPARTMENT GOALS

1. What professional goals have you set for the next 3 years? How can your leader support you in reaching your goals?

ENGAGEMENT INPUT

1. There is great work that happens in our department every day. Do you think there needs to be more recognition for individuals or teams that do a good job? Do you feel recognized for your work?
2. A changing workplace is a certainty, and many times changes happen quickly across the organization or within our department. Do you feel you have the opportunity to be involved in decisions that affect your work? Can you give an example of how or when we could include leaders when planning changes?
3. Balancing time and energy between work and personal life is important to health and happiness in your career. How do you feel you are doing in managing your work/life balance?

MANAGER INPUT

1. This section is designed for the leader to identify areas of accomplishment. This may include areas where an employee met department goals or exceeded expectations.
2. This section is designed for the leader to identify what development needs are required to support the employee's growth in the coming year. When determining development areas, we should assist the employee to enhance existing strengths and also develop new skills. Development opportunities can include in-house training, job assignments, cross-training, or participation in special projects. Other areas for improvement may also be documented here.

ACKNOWLEDGEMENT

I have read and agree to comply with the Code of Conduct.

I will adhere to all state and federal Privacy Laws and Kaweah Delta Privacy and Confidentiality Policies and Procedures. I understand that any violation may result in state and federal fines to Kaweah Delta and/or to me, reporting to the state and federal government and applicable licensing board, possible civil and criminal action, indefinite loss of Kaweah Delta of information system security access, and progressive discipline up to and including termination of employment.

By signing below, I acknowledge that I have received this performance review and have had the opportunity to discuss the results with my leader.

OVERALL SUMMARY

Award Determination:

Total weighted average is calculated on the selections made throughout the form.

The Percent of Increase may change at the beginning of each fiscal year due to approved budget.

Total Weighted Average	Percent of Increase
.00 - .99	0%
1.00 - 1.99	1.0%
2.00 - 2.99	2.5%
3.00 - 3.59	3.0%
3.60 - 4.00	4.0%



Director of Internal Audit

Last Published:9/13/2019
Last Modified:9/13/2019

First Name	xxxxx
Last Name	xxxxx
Job Code	86132001188
Job Title	Director of Internal Audit
Cost Center	8613
Department Name	Audit & Consulting Services
Reports To	xxxxx
Hire Date	xxxxx
Merit Effective Date	xxxxx
Annual Competency Fair	xxxxx
Unit Specific Competency	xxxxx
Hourly Rate	xxxxx
Disciplinary Action	xxxxx
Min Grade	xxxxx
Max Grade	xxxxx
Annual Employee Exam	xxxxx

Template Used: Executive - Director Template

Weights - (Total:100%)

KDHCD JOB DESCRIPTION/PERFORMANCE EVALUATION

This form is a job description and performance review form, and is to be provided to the employee at the time of hire, position change, and annual evaluation. Every effort has been made to make this job description as complete as possible. However, it in no way states or implies that these are the only duties an employee will be required to perform. In addition, omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Every employee and contracted staff member is responsible to review and comply with all Kaweah Delta Health Care District policies and procedures including safety, environmental, behavioral and infection control standards.

OUR MISSION: The Reason we Exist

Health is our passion. Excellence is our focus. Compassion is our promise.

Our Vision: What we aspire to be

To be your world-class healthcare choice, for life.

POSITION SUMMARY/PURPOSE

The mission of internal audit is to assist District Management and the Board of Directors by assessing and monitoring oversight, management, and operating responsibilities in relation to governance processes, the systems of internal controls, and compliance with laws, regulations and District policies.

QUALIFICATIONS

License /Certification

- Required:
 - Certified Public Accountancy or Bachelor's degree in Business Administration/Accounting or 10 years of experience.
 - District approved crisis intervention training within 60 days of hire/transfer.
- Preferred:
 - N/A

Education

- Required:
 - N/A
- Preferred:
 - N/A

Experience

- Required:
 - Minimum of five years experience as an auditor at international public accounting firm or five years healthcare internal auditing experience.
- Preferred:
 - N/A

Knowledge/Skills/Abilities

- N/A

Department Specific Requirements

- N/A

PHYSICAL REQUIREMENTS

Physical Activity/Amount of Time per Shift: _____

Activity:

- Stand - Less than 1/3
- Walk - Less than 1/3
- Sit - 1/3 - 2/3
- Use hands to finger, handle or feel - 1/3 - 2/3
- Reach with hands and arms - Less than 1/3
- Reach above shoulder level - Less than 1/3
- Climb or balance - None
- Stoop, kneel, bend, crouch or crawl - None
- Talk or hear - 1/3 - 2/3
- Repetitive motion of tasks/activities - Less than 1/3
- Repetitive keyboard use - 1/3 - 2/3
- Close vision - More than 2/3
- Distant vision - More than 2/3
- Color vision - 1/3 - 2/3
- Depth perception - 1/3 - 2/3
- Drive a vehicle - Less than 1/3

Lift Weight:

- Up to 10 pounds - 1/3 - 2/3
- Up to 25 pounds - Less than 1/3
- Up to 50 pounds - None
- Up to 100 pounds - None

Push or Pull:

- Up to 25 pounds - Less than 1/3
- Up to 50 pounds - Less than 1/3
- Up to 100 pounds - Less than 1/3
- More than 100 pounds - Less than 1/3

The following conditions are present for this job: _____

Environmental Conditions:

- Fumes or airborne particles - No
- Toxic or caustic chemicals - Yes
- Extreme cold (non weather) - No
- Extreme heat (non weather) - No
- Risk of electrical shock - Yes
- Risk of radiation - No
- Exposure to latex - No
- Exposure to blood or other body fluids - No

RATINGS

Exceptional	Employee has recommended or produced unexpected or non-routine work resulting in a very positive impact for Kaweah Delta. Performance is exceptional and well beyond what is expected. Management is required to provide comments for this rating.
Exceeds	Employee frequently exceeds expectations for this accountability; work is noteworthy and highly valued. The employee consistently demonstrates higher standards of performance. Management is required to provide comments for this rating.
Successful	The employee consistently performs successfully; job performance and quality of work overall is as expected.
Improvement Needed	Employee requires support in meeting standards. Performance failed to meet expectations in one or more areas. Employee may demonstrate the potential to become fully competent with further training and development. Management is required to provide comments for this rating.
Unacceptable	Performance is not at the expected level; the employee is unable to perform without substantial assistance, monitoring, and/or training. This level of performance must significantly improve within a reasonable period of time. Management is required to provide comments for this rating. <u>If the overall rating of this evaluation is Unacceptable, please contact Human Resources.</u>

JOB RESPONSIBILITIES

50%

Essential

1. Directs and manages the Internal Audit function based on the industry's best practices and in accordance with the Institute of Internal Auditor's International Professional Standards for the Practice of Internal Audit.
2. Ensures appropriate allocation of existing audit resources for adequate audit coverage and completion of the Annual Audit Plan.
3. Responsible for conducting system-wide annual risk assessment to use as the basis for the annual Audit Plan and for obtaining approval of the plan from the Audit and Compliance Committee of the Board of Directors.
4. Provides updates to the Committee regarding the status of the Audit Plan. Communicates factors that could impact completion or necessitate revisions to the annual Audit Plan at regularly scheduled meetings.
5. Completes operational, financial, IT, clinical and regulatory audits across all aspects of the organization. This includes, detailed audit testing of District policies, procedures and practices to determine if they are fully implemented and effective in managing internal control risks, ensuring regulatory and accreditation compliance, and in strengthening profitability and preserving the assets of the District.
6. Recommends corrective actions to Management based on issues identified during audits.

7. Ensures that audit and consulting results are communicated to Executive Management and the Audit & Compliance Committee in a timely manner.
8. Conducts follow-up on identified issues to determine whether identified findings have been resolved and that corrective action has occurred to minimize risks.
9. Consults privately with the Chairman of the Audit & Compliance Subcommittee regarding any internal audit concerns.
10. Directs and manages the Internal Consulting function. Oversees projects within the Consulting Services Team, providing leadership, oversight, guidance and support.
11. Works with the Consulting Services Team to develop annual project goals based on input from the Executive Team, Leadership Team and others.
12. On a project basis, works with the Consulting Services Team to develop project specific plans, timelines, metrics and deliverables.
13. Creates a collaborative environment between the Consulting Team and their internal clients to allow for successful and meaningful outcomes for all parties.
14. Works in an interdisciplinary fashion to improve processes and performance. Participates in Leadership Team meetings and works cross functionally to improve processes.

Addendum (essential for specific dept)

Additional

1. REPORTING STRUCTURE-Direct reporting line to the CEO and the Board of Directors. Reports quarterly to the Audit and Compliance Committee of the Board of Directors.
2. Demonstrates the knowledge and skills necessary to provide care and services appropriate to the population served on the assigned unit or work area.

KAWEAH CARE - BEHAVIORAL STANDARDS OF PERFORMANCE

35%

1. Compassionate Service

- Ensure that our patients and families feel cared for.
- Meet and greet our customers by introducing ourselves and using their last name (i.e. Mrs. Smith) until given permission to address them less formally
- Check on patients and customers regularly, ask what they need and provide acts of kindness to meet or exceed their needs.
- Always asks customer "Is there anything else I can do for you?"
- Responds promptly to call lights or anything related to the responsiveness to customers.

2. Respect

- Values all people at Kaweah Delta by focusing on and being sensitive to their spiritual, social and cultural needs.
- Provides comfort measures to our patients, families, and each other.
- Has effective interactions with people regardless of status or position.
- Parks in designated areas, remembering that customer convenience is an important aspect of their care.

3. Communication

- Always greet customers and colleagues warmly with a smile.
- Communicates nicely and respectfully at all times, in speech and writing including telephone, email and text.
- Uses please and thank you.
- Refrains from gossip, profane language, arguing, loud voices, expressions of anger, or any conduct that causes disruption or disharmony in the environment.
- Adheres to standards of communication, including RELATE (Reassure, Explain, Listen, Answer, Take Action, Express appreciation) and offering sincere apologies for inconveniences.

4. Safety

- Stops the line, when necessary. Puts safety first, including speaking up respectfully when concerned or uncomfortable about a potential safety issue that is noticed or identified; steps in and works to correct this safety concern.
- Proactively address problems or defects; investigates, reports and corrects.
- Keep patients safe by preventing infections and reporting potential or real medical errors that could result in patient harm.
- Keep ourselves safe by using techniques to prevent all injuries at work, remaining compliant with annual TB and flu vaccine policies), and using personal protective equipment when appropriate.
- Keeps our environment safe by making sure work and patient care areas are free from clutter to prevent falls and injuries.

5. Personal Ownership

- Knows and understands the responsibilities of position; takes charge of and accepts these responsibilities.
- Strives to do the job right the first time by doing what is right for those we serve.
- Respects our property, the property of others, and our work environment.
- Owns our environment and takes the initiative to keep our facilities neat and clean.

6. Privacy

- Protected Health Information (PHI) is accessed and released only to persons authorized by the patient to receive the information. All
- Personally Identifiable Information (PII) is stored, accessed, shared and/or deleted in strict compliance with District Policy, state and federal regulations.
- PHI and PII is strictly accessed only as necessary to perform job duties.
- As appropriate and necessary, when discussing patient or personal information, doors or curtains are closed as appropriate and if available and voice is lowered.
- Computers are logged off or screens are minimized, patient charts or personal information screens are closed, fax numbers verified, and caution is taken to provide patient or personal information to the intended recipient.

7. Professional Image

- Demonstrates a clean, professional image at all times.
- ID Badge is chest high and in view. Badge is updated and not faded, with no pins or markings; picture is current.
- Role models respectful, professional behaviors.
- Keep personal conversation out of hearing of patients, visitors, and guests.
- Honors a quiet environment.

8. Commitment to Colleagues/Acts as a Member of the Kaweah Delta Team

- Looks beyond assigned tasks and offers help where needed.
- Recognizes others when someone goes above and beyond.
- Treats everyone professionally; recognizes that each of us has an area of expertise.
- Is loyal to colleagues and the mission of Kaweah Delta Health Care District.
- Inspires confidence in the abilities of team members (manages up).
- Creates a supportive environment that is free from bullying, hostility or unprofessional or inappropriate behaviors.

ACCOUNTABLE LEADERSHIP CORE COMPETENCIES

15%

1. Lead by Example

- Serves as a role model for their department(s) by consistently demonstrating Kaweah Care behavioral standards and initiatives
- Demonstrates support, role models and ensures compliance with the KDHC Code of Conduct
- Promotes effective working relationships with Vice Presidents, Directors, Managers and Physicians by demonstrating a commitment to shared goals and effective problem solving
- Punctually attends and participates in meetings and carries out meeting responsibilities as assigned
- Utilizes methods of communication with staff, including huddles, staff meetings, rounding and sharing News You Can Use from leadership meetings

2. Develop and Sustain High Performing People and Teams

- Carries out hospital philosophies and complies with policies and applicable laws regarding
 - Effective interviewing, hiring, orienting, and training employees
 - Planning, assigning, and directing work
 - Appraising performance in a timely manner
 - Conducting crucial conversations and disciplining employees
 - Addressing employee concerns and resolving problems
 - Providing a safe and injury free environment
- Fosters a team environment within the department and among other departments across all staff levels
- Actively supports professional development of team members
- Provides encouragement and recognition for a job well done
- Meets 80% workgroup response rate to biennial Employee Engagement and SAQ Survey

3. Improve the Quality of Their Services

- Responsible for quality and performance improvement activities in their department(s) and as they may affect other areas of Kaweah Delta
- Supports organizational quality initiatives; shares department and Kaweah Delta quality indicators and outcomes with employees
- Identifies, reviews, reports, and maintains indicators of sound clinical, service, and high quality practice
- Researches industry 'best practices' for possible implementation in department(s)

4. Provide for High Quality Customer Experience and Service

- Proposes and implements changes that result in improved service, patient and family experience, and patient or work environment safety. Involves employees and physicians in changes as appropriate
- Addresses and resolves patient, family, physician, or service inquiries and complaints
- Ensures the performance of high quality work by making resources, including supplies and equipment, available to staff
- Continuously assess and identifies risks and hazards to patients and supports mitigation efforts
- Continuously assess hospital acquired infections related to inadequate hand hygiene and supports improvement efforts

5. Accountable for Productivity, Efficiency, and Financial Performance

- Prepares department(s) operating and capital budgets, manages ongoing operations in accordance with budget parameters. Has reasonable explanation for budget variances
- Considers revenue opportunities and expense reduction opportunities in the decision making process and throughout budget cycle

6. Ensure Compliance with Policy, Regulatory, Licensure, and Accreditation

- Meets all regulatory requirements for department operation (The Joint Commission, CMS, CDPH, CAP, infection prevention, etc.)
- Maintains up-to-date departmental policies and collaborates with others responsible for same. Educates staff accordingly
- Ensures the use of MIDAS by staff and conducts timely follow up on all reported events
- Ensures employee compliance with all job requirements
- Inspects and maintains a safe environment with consideration for the population served

ATTENDANCE

- Adheres to scheduling practices and attendance policy
- Utilizes automated timekeeping system with minimal edits
- Attends department/unit meetings and reads assigned emails and materials
- Attends organization and department specific education/training and in-services

EMPLOYEE ENGAGEMENT INPUT (Designed for employee and Leader to discuss engagement)

1. There is great work that happens in our department every day. Do you think there needs to be more recognition for individuals or teams that do a good job? Do you feel recognized for your work?
2. A changing workplace is a certainty, and many times changes happen quickly across the organization or within our department. Do you feel you have the opportunity to be involved in decisions that affect your work? Can you give an example of how or when we could include employees when planning changes?
3. Balancing time and energy between work and personal life is important to health and happiness in your career. How do you feel you are doing in managing your work/life balance?

GOALS

1. What professional goals have you set for the next year? How can your Manager support you in reaching your goals?

MANAGER INPUT

1. This section is designed for the supervisor to identify areas of accomplishment. This may include areas where an employee met department goals or exceeded expectations.
2. This section is designed for the supervisor to identify what development needs are required to support the employee's growth in the coming year. When determining development areas, we should assist the employee to enhance existing strengths and also develop new skills. Development opportunities can include in-house training, job assignments, cross-training, or participation in special projects. Other areas for improvement may also be documented here.

OVERALL SUMMARY

Employee has read and agreed to comply with the Code of Conduct.

Employee will adhere to all state and federal Privacy Laws and Kaweah Delta Privacy and Confidentiality Policies and Procedures. Employee understands that any violation may result in state and federal fines to Kaweah Delta and/or to them, reporting to the state and federal government and applicable licensing board, possible civil and criminal action, indefinite loss of Kaweah Delta of information system security access, and progressive discipline up to and including termination of employment.

Evaluation Scoring:

Any employee that has reached the maximum salary for their grade will receive the difference in a merit lump sum.

Award Determination:

Total weighted average is calculated on the selections made throughout the form.

The Percent of Increase may change at the beginning of each fiscal year due to approved budget.

Total Weighted Average	Percent of Increase
.00 - .83	0%
0.84 - 1.60	1.0%
1.61 - 1.70	1.5%
1.71 - 1.99	2.0%
2.00 - 2.80	2.5%
2.81 - 3.25	3.0%
3.26 - 3.60	3.5%
3.61 - 4.00	4.0%

By signing below, I acknowledge that I have reviewed the Code of Conduct and Kaweah Delta Privacy and Confidentiality policies and procedures and Overall Summary, received this performance review and have had the opportunity to discuss the results with my department manager/immediate supervisor.



Director of Facilities

Last Published:9/20/2019

Last Modified:9/20/2019

First Name xxxxx
 Last Name xxxxx
 Job Code 84602000261
 Job Title Director of Facilities
 Cost Center 8460
 Department Name Maintenance - KDMC
 Reports To xxxxx
 Hire Date xxxxx
 Merit Effective Date xxxxx
 Annual Competency Fair xxxxx
 Unit Specific Competency xxxxx
 Hourly Rate xxxxx
 Disciplinary Action xxxxx
 Min Grade xxxxx
 Max Grade xxxxx
 Annual Employee Exam xxxxx

Template Used: Executive - Director Template

Weights - (Total:100%)

KDHCD JOB DESCRIPTION/PERFORMANCE EVALUATION

This form is a job description and performance review form, and is to be provided to the employee at the time of hire, position change, and annual evaluation. Every effort has been made to make this job description as complete as possible. However, it in no way states or implies that these are the only duties an employee will be required to perform. In addition, omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Every employee and contracted staff member is responsible to review and comply with all Kaweah Delta Health Care District policies and procedures including safety, environmental, behavioral and infection control standards.

OUR MISSION: The Reason we Exist

Health is our passion. Excellence is our focus. Compassion is our promise.

Our Vision: What we aspire to be

To be your world-class healthcare choice, for life.

POSITION SUMMARY/PURPOSE

Oversees and directs the Facilities, Security and Safety departments. Responsible for inventory, preventative maintenance, and repair of all facility related equipment, and all physical property. Responsible for all regulatory compliance as related to the physical environment.

QUALIFICATIONS

License /Certification

Required:

- Valid Drivers License. Must provide DMV report prior to offer being made. No driving infractions 5 years prior to hire or during time in this job. Infractions include DUI, Suspended or Revoked License, Reckless Driving.
- District approved crisis intervention training within 60 days of hire/transfer.

Preferred:

- N/A

Education

Required:

- Bachelor's degree in Engineering or related field

Preferred:

- Master's degree

Experience

Required:

- Five years management experience in a similar role in a hospital or related facilities operations environment.

Preferred:

- N/A

Knowledge/Skills/Abilities

- Must have good communication skills, follow through, ability to manage complex situations and demonstrates ability to analyze and solve mechanical/electrical/system problems.
- Working knowledge of Joint Commission, Title 22, OSHPD, and Cal OSHA requirements preferred.

Department Specific Requirements

- N/A

PHYSICAL REQUIREMENTS

Physical Activity/Amount of Time per Shift: _____

Activity:

- Stand - More than 2/3
- Walk - More than 2/3
- Sit - Less than 1/3
- Use hands to finger, handle or feel - More than 2/3
- Reach with hands and arms - More than 2/3
- Reach above shoulder level - More than 2/3
- Climb or balance - More than 2/3
- Stoop, kneel, bend, crouch or crawl - More than 2/3
- Talk or hear - More than 2/3
- Repetitive motion of tasks/activities - 1/3 - 2/3
- Repetitive keyboard use - Less than 1/3
- Close vision - More than 2/3
- Distant vision - 1/3 - 2/3
- Color vision - 1/3 - 2/3
- Depth perception - 1/3 - 2/3
- Drive a vehicle - 1/3 - 2/3

Lift Weight:

- Up to 10 pounds - 1/3 - 2/3
- Up to 25 pounds - 1/3 - 2/3
- Up to 50 pounds - 1/3 - 2/3
- Up to 100 pounds - None

Push or Pull:

- Up to 25 pounds - 1/3 - 2/3
- Up to 50 pounds - 1/3 - 2/3
- Up to 100 pounds - None
- More than 100 pounds - None

The following conditions are present for this job: _____

Environmental Conditions:

- Fumes or airborne particles - Yes
- Toxic or caustic chemicals - Yes
- Extreme cold (non weather) - No
- Extreme heat (non weather) - Yes
- Risk of electrical shock - Yes
- Risk of radiation - Yes
- Exposure to latex - Yes
- Exposure to blood or other body fluids - Yes

RATINGS

Exceptional	Employee has recommended or produced unexpected or non-routine work resulting in a very positive impact for Kaweah Delta. Performance is exceptional and well beyond what is expected. Management is required to provide comments for this rating.
Exceeds	Employee frequently exceeds expectations for this accountability; work is noteworthy and highly valued. The employee consistently demonstrates higher standards of performance. Management is required to provide comments for this rating.
Successful	The employee consistently performs successfully; job performance and quality of work overall is as expected.
Improvement Needed	Employee requires support in meeting standards. Performance failed to meet expectations in one or more areas. Employee may demonstrate the potential to become fully competent with further training and development. Management is required to provide comments for this rating.
Unacceptable	Performance is not at the expected level; the employee is unable to perform without substantial assistance, monitoring, and/or training. This level of performance must significantly improve within a reasonable period of time. Management is required to provide comments for this rating. <u>If the overall rating of this evaluation is Unacceptable, please contact Human Resources.</u>

JOB RESPONSIBILITIES

50%

Essential

1. Coordinates maintenance and engineering functions within the daily operational requirements of the District.
2. Is familiar with all appropriate regulatory requirements at state and federal level.
3. Maintains a successful preventive maintenance program to adequately service all District equipment.
4. Maintains maintenance manuals, technical drawings, and instruction booklets as required to perform necessary maintenance.
5. Ensures all necessary equipment is available including supplies required within daily operations.
6. Participates in activities which promote personal and District professional growth and development.
7. Effectively meets the needs of growth plans of an expanding organization, while maintaining and improving existing structures.
8. Works with numerous outside contractors on hospital projects.
9. Manages responsibilities associated with multiple assignments at multiple locations.
10. Integrates the department/services with the District's primary functions.
11. Develops and implements policies and procedures consistent with the District Mission that guide and support the Provision of Services Plan.

12. Determines the qualifications and competence level for department staff. Makes recommendations regarding required staffing levels.
13. Continuously assesses and improves department performance.
14. Provides orientation, in-services and continuing education for staff.
15. Recommends requirements for space and other resources. Participates in selecting outside sources for needed services.
16. Enhances professional growth and maintains awareness of current industry trends, legislation or research which could impact department and the District.

Addendum (essential for specific dept)

Additional

1. Demonstrates the knowledge and skills necessary to provide care and services appropriate to the population served on the assigned unit or work area.

KAWEAH CARE - BEHAVIORAL STANDARDS OF PERFORMANCE

35%

1. Compassionate Service

- Ensure that our patients and families feel cared for.
- Meet and greet our customers by introducing ourselves and using their last name (i.e. Mrs. Smith) until given permission to address them less formally
- Check on patients and customers regularly, ask what they need and provide acts of kindness to meet or exceed their needs.
- Always asks customer "Is there anything else I can do for you?"
- Responds promptly to call lights or anything related to the responsiveness to customers.

2. Respect

- Values all people at Kaweah Delta by focusing on and being sensitive to their spiritual, social and cultural needs.
- Provides comfort measures to our patients, families, and each other.
- Has effective interactions with people regardless of status or position.
- Parks in designated areas, remembering that customer convenience is an important aspect of their care.

3. Communication

- Always greet customers and colleagues warmly with a smile.
- Communicates nicely and respectfully at all times, in speech and writing including telephone, email and text.
- Uses please and thank you.
- Refrains from gossip, profane language, arguing, loud voices, expressions of anger, or any conduct that causes disruption or disharmony in the environment.
- Adheres to standards of communication, including RELATE (Reassure, Explain, Listen, Answer, Take Action, Express appreciation) and offering sincere apologies for inconveniences.

4. Safety

- Stops the line, when necessary. Puts safety first, including speaking up respectfully when concerned or uncomfortable about a potential safety issue that is noticed or identified; steps in and works to correct this safety concern.
- Proactively address problems or defects; investigates, reports and corrects.
- Keep patients safe by preventing infections and reporting potential or real medical errors that could result in patient harm.
- Keep ourselves safe by using techniques to prevent all injuries at work, remaining compliant with annual TB and flu vaccine policies), and using personal protective equipment when appropriate.
- Keeps our environment safe by making sure work and patient care areas are free from clutter to prevent falls and injuries.

5. Personal Ownership

- Knows and understands the responsibilities of position; takes charge of and accepts these responsibilities.
- Strives to do the job right the first time by doing what is right for those we serve.
- Respects our property, the property of others, and our work environment.
- Owns our environment and takes the initiative to keep our facilities neat and clean.

6. Privacy

- Protected Health Information (PHI) is accessed and released only to persons authorized by the patient to receive the information. All
- Personally Identifiable Information (PII) is stored, accessed, shared and/or deleted in strict compliance with District Policy, state and federal regulations.
- PHI and PII is strictly accessed only as necessary to perform job duties.
- As appropriate and necessary, when discussing patient or personal information, doors or curtains are closed as appropriate and if available and voice is lowered.

- Computers are logged off or screens are minimized, patient charts or personal information screens are closed, fax numbers verified, and caution is taken to provide patient or personal information to the intended recipient.

7. Professional Image

- Demonstrates a clean, professional image at all times.
- ID Badge is chest high and in view. Badge is updated and not faded, with no pins or markings; picture is current.
- Role models respectful, professional behaviors.
- Keep personal conversation out of hearing of patients, visitors, and guests.
- Honors a quiet environment.

8. Commitment to Colleagues/Acts as a Member of the Kaweah Delta Team

- Looks beyond assigned tasks and offers help where needed.
- Recognizes others when someone goes above and beyond.
- Treats everyone professionally; recognizes that each of us has an area of expertise.
- Is loyal to colleagues and the mission of Kaweah Delta Health Care District.
- Inspires confidence in the abilities of team members (manages up).
- Creates a supportive environment that is free from bullying, hostility or unprofessional or inappropriate behaviors.

ACCOUNTABLE LEADERSHIP CORE COMPETENCIES

15%

1. Lead by Example

- Serves as a role model for their department(s) by consistently demonstrating Kaweah Care behavioral standards and initiatives
- Demonstrates support, role models and ensures compliance with the KDHC Code of Conduct
- Promotes effective working relationships with Vice Presidents, Directors, Managers and Physicians by demonstrating a commitment to shared goals and effective problem solving
- Punctually attends and participates in meetings and carries out meeting responsibilities as assigned
- Utilizes methods of communication with staff, including huddles, staff meetings, rounding and sharing News You Can Use from leadership meetings

2. Develop and Sustain High Performing People and Teams

- Carries out hospital philosophies and complies with policies and applicable laws regarding
 - Effective interviewing, hiring, orienting, and training employees
 - Planning, assigning, and directing work
 - Appraising performance in a timely manner
 - Conducting crucial conversations and disciplining employees
 - Addressing employee concerns and resolving problems
 - Providing a safe and injury free environment
- Fosters a team environment within the department and among other departments across all staff levels
- Actively supports professional development of team members
- Provides encouragement and recognition for a job well done
- Meets 80% workgroup response rate to biennial Employee Engagement and SAQ Survey

3. Improve the Quality of Their Services

- Responsible for quality and performance improvement activities in their department(s) and as they may affect other areas of Kaweah Delta
- Supports organizational quality initiatives; shares department and Kaweah Delta quality indicators and outcomes with employees
- Identifies, reviews, reports, and maintains indicators of sound clinical, service, and high quality practice
- Researches industry 'best practices' for possible implementation in department(s)

4. Provide for High Quality Customer Experience and Service

- Proposes and implements changes that result in improved service, patient and family experience, and patient or work environment safety. Involves employees and physicians in changes as appropriate
- Addresses and resolves patient, family, physician, or service inquiries and complaints
- Ensures the performance of high quality work by making resources, including supplies and equipment, available to staff
- Continuously assess and identifies risks and hazards to patients and supports mitigation efforts
- Continuously assess hospital acquired infections related to inadequate hand hygiene and supports improvement efforts

5. Accountable for Productivity, Efficiency, and Financial Performance

- Prepares department(s) operating and capital budgets, manages ongoing operations in accordance with budget parameters. Has reasonable explanation for budget variances
- Considers revenue opportunities and expense reduction opportunities in the decision making process and throughout budget cycle

6. Ensure Compliance with Policy, Regulatory, Licensure, and Accreditation

- Meets all regulatory requirements for department operation (The Joint Commission, CMS, CDPH, CAP, infection prevention, etc.)
- Maintains up-to-date departmental policies and collaborates with others responsible for same. Educates staff accordingly
- Ensures the use of MIDAS by staff and conducts timely follow up on all reported events
- Ensures employee compliance with all job requirements
- Inspects and maintains a safe environment with consideration for the population served

ATTENDANCE

- Adheres to scheduling practices and attendance policy
- Utilizes automated timekeeping system with minimal edits
- Attends department/unit meetings and reads assigned emails and materials
- Attends organization and department specific education/training and in-services

EMPLOYEE ENGAGEMENT INPUT (Designed for employee and Leader to discuss engagement)

1. There is great work that happens in our department every day. Do you think there needs to be more recognition for individuals or teams that do a good job? Do you feel recognized for your work?
2. A changing workplace is a certainty, and many times changes happen quickly across the organization or within our department. Do you feel you have the opportunity to be involved in decisions that affect your work? Can you give an example of how or when we could include employees when planning changes?
3. Balancing time and energy between work and personal life is important to health and happiness in your career. How do you feel you are doing in managing your work/life balance?

GOALS

1. What professional goals have you set for the next year? How can your Manager support you in reaching your goals?

MANAGER INPUT

1. This section is designed for the supervisor to identify areas of accomplishment. This may include areas where an employee met department goals or exceeded expectations.
2. This section is designed for the supervisor to identify what development needs are required to support the employee's growth in the coming year. When determining development areas, we should assist the employee to enhance existing strengths and also develop new skills. Development opportunities can include in-house training, job assignments, cross-training, or participation in special projects. Other areas for improvement may also be documented here.

OVERALL SUMMARY

Employee has read and agreed to comply with the Code of Conduct.

Employee will adhere to all state and federal Privacy Laws and Kaweah Delta Privacy and Confidentiality Policies and Procedures. Employee understands that any violation may result in state and federal fines to Kaweah Delta and/or to them, reporting to the state and federal government and applicable licensing board, possible civil and criminal action, indefinite loss of Kaweah Delta of information system security access, and progressive discipline up to and including termination of employment.

Evaluation Scoring:

Any employee that has reached the maximum salary for their grade will receive the difference in a merit lump sum.

Award Determination:

Total weighted average is calculated on the selections made throughout the form.

The Percent of Increase may change at the beginning of each fiscal year due to approved budget.

Total Weighted Average	Percent of Increase
.00 - .83	0%
0.84 - 1.60	1.0%
1.61 - 1.70	1.5%
1.71 - 1.99	2.0%
2.00 - 2.80	2.5%
2.81 - 3.25	3.0%
3.26 - 3.60	3.5%
3.61 - 4.00	4.0%

By signing below, I acknowledge that I have reviewed the Code of Conduct and Kaweah Delta Privacy and Confidentiality policies and procedures and Overall Summary, received this performance review and have had the opportunity to discuss the results with my department manager/immediate supervisor.