

**NATIONAL ASSOCIATION OF HEALTH UNDERWRITERS  
POLICY & PROCEDURES**

<b>POLICY TITLE:</b>	Personnel Reviews
<b>CLASSIFICATION:</b>	Executive
<b>POLICY NUMBER:</b>	95-03-EX
<b>DEPARTMENT COORDINATOR:</b>	Executive
<b>MOTION:</b>	Alan Katz
<b>SECONDED:</b>	Shirley Hutzler
<b>DATE SUBMITTED (INITIAL):</b>	February 1, 1995
<b>DATE APPROVED:</b>	February 12, 1995
<b>APPROVED BY:</b>	Board of Trustees
<b>AMENDED:</b>	March, 2001
<b>SUNSET DATE:</b>	2013

**PURPOSE:** To conduct an annual review of staff

**POLICY:** The Executive Vice President is directed to cause a performance review of all NAHU personnel within ninety (90) and one hundred twenty (120) days hire. The Executive Vice President shall also conduct reviews of all personnel no less than each calendar year.

The Executive Vice President shall establish procedures for personnel whose performance is deemed substandard. Included in these procedures are guidelines documenting the dismissal of an employee.

The Board of Trustees shall establish and implement an annual review process for the Executive Vice President in a manner suggested by the American Society of Association Executives (ASAE).

**PROCEDURE(S):** The Executive Vice President shall adopt a standard review process. The Board of Trustees may obtain review documentation instructions for ASAE.

**FINANCIAL IMPACT:** None