

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

POLICY TITLE:	Personnel Reviews
CLASSIFICATION:	Executive
POLICY NUMBER:	95-03-EX
DEPARTMENT COORDINATOR:	Executive
MOTION:	Alan Katz
SECONDED:	Shirley Hutzler
DATE SUBMITTED (INITIAL):	February 1, 1995
DATE APPROVED:	February 12, 1995
APPROVED BY:	Board of Trustees
AMENDED:	February 2013
SUNSET DATE:	2019

PURPOSE: To conduct an annual review of staff.

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

The CEO 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 CEO in a manner suggested by the American Society of Association Executives (ASAE).

PROCEDURE(S): The CEO shall adopt a standard review process. The Board of Trustees may obtain review documentation instructions from ASAE.

FINANCIAL IMPACT: Minimal