



VETERANS ADMINISTRATION MARYLAND HEALTH CARE SYSTEM  
BALTIMORE DIVISION  
10 NORTH GREENE STREET  
BALTIMORE, MD 21201

GEN00019.2

## ***PATHOLOGY & LABORATORY MEDICINE SERVICE***

### **Personnel Policies Version 2 General Procedure # GEN00019**


#### **Personnel policies are covered in the following:**

1. Pathology and Laboratory Medicine "M2 Part VI".
2. Chemical Hygiene Plan VAMHCS POLICY Memo 113/PL-008
3. Assessment of Employee Competence VAMHCS POLICY Memo: 512-05/HR-005
4. Drug free Work[place VAMHCS POLICY Memo: 512-05/HR-001
5. Discipline and Adverse Actions VAMHCS POLICY Memo: 512-05/HR-002
6. Leave Administration VAMHCS POLICY Memo: 512-05/HR-007
7. Employee Responsibilities and Conduct VAMHCS POLICY Memo: 512-05/HR-010
8. Performance Appraisal Program Title 5 & Title 38 hybrid: VAMHCS POLICY Memo: 512-05/HR-015.
9. Probationary or trial Periods for New General Schedule and Federal Wage System Employees : VAMHCS POLICY Memo: 512-05/HR-019
10. Probationary Period for first time managers and supervisors: VAMHCS POLICY Memo: 512-05/HR-018
11. Dress Code policy VAMHCS POLICY Memo: 512-05/HR-024
12. Master Agreement between VA and AFGE
13. Employee use of Personal Electronic Devices VAMHCS Policy Memo 512-05/HR-028

In addition to all related Human Resource (HR) policies related to appraisals and competency, P&LMS will take the following actions concerning new hires:

1. To conform to both VA and CAP requirements a new employee will be evaluated at the following intervals for competency and performance:
  - a. At 90 days from start date.
  - b. At 6 months after start date.
  - c. At 1 year after start date.

**NOTE:** Only after the first year will the new employee be regulated to the Fiscal year cycle. All appraisals and competencies must be fully documented.

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2. Performance appraisals, competency assessments are sent to HR and copies are kept by the service in the employee's folder.

**References:**

**PERSONNEL**

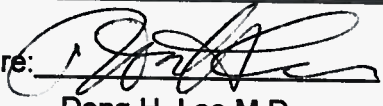
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The laboratory should have an organizational chart, personnel policies, and job descriptions that define qualifications and duties for all positions. Personnel files should contain qualifications, references, performance evaluations, health records and continuing education records for each employee. Ideally, these files should be located in the laboratory. However, they may be kept in the personnel office or health clinic if the laboratory has ready access to them (i.e., they are easily available to the inspector).

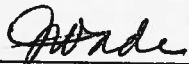


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DATE ADOPTED	Author of Procedure/Policy	Chief of Service
04/09/2007	Paul D. Gruver, MT	Signature:  Dong H. Lee M.D.

Policy/Procedure(s) Retired:		Date retired:
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Review Date	Version Number	Signature of reviewer
11/13/17	2	

**REVISION HISTORY**

Date revised	Revision #	Changes made	Signature
11/6/17	2	Reformatted, updated memorandum control numbers, added item 13	