

PERSONNEL COMMITTEE MEETING MINUTES
FEBRUARY 9, 2017

PERSONNEL COMMITTEE MEMBERS PRESENT: O'Brien, Suprenant, Hicks – Vice Chairman making the quorum

PERSONNEL COMMITTEE MEMBERS ABSENT: LaPointe, Shay, Pitts

SUPERVISORS: Henke, Shaw, Moore, Campbell, Armstrong

Debra Prehoda, Clerk

Roger Wickes, County Attorney

Al Nolette, Treasurer

Melissa Fitch, Personnel Director

Chris DeBolt, County Administrator

Public

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – January 12, 2017
- 3) Department Staffing Requests/Staffing Pattern Changes:
 - A. Staffing Requests
 - 1) Buildings & Grounds
 - a) Building Maintenance Helper – Backfill
 - b) Laborer – Seasonal – New Position in 2017 Budget
 - 2) DSS
 - a) Social Welfare Examiner – Backfill
 - b) Caseworker - Backfill
 - 3) County Clerk
 - a) Account Clerk – Part time - Backfill
 - 4) District Attorney
 - a) Senior Clerk – Change from 40 hours to 35 hours – Staffing Pattern Change
 - b) Clerk- Change from 35 hours to 40 hours – Staffing Pattern Change
 - 5) Public Health
 - a) Public Health Emergency Preparedness Coordinator/Infection Control – Temporary New Position – Due to Anticipated Retirement
 - 4) Other Business
 - A. Backfill Requests
 - B. Employee Handbook Revision – Section 6.009 DSS Meal Reimbursement w/in County
 - C. Employee Handbook Revision – Section 7.001 - Holidays
 - D. Exit Interview Policy/Form
 - E. Department Head Evaluation Form
 - F. Department Head Evaluation Schedule
 5. Adjournment

In the absence of Chairman LaPointe, Mr. O'Brien called the meeting to order at 9:00 A.M.

A motion to accept the minutes of the January 12, 2017 meeting was moved by Mr. Suprenant, seconded by Mr. Hicks and adopted.

STAFFING REQUESTS:

BUILDINGS & GROUNDS

- a) Building Maintenance Helper – Backfill – A motion to approve backfill, Buildings & Grounds Maintenance Helper due to employee transferring to another County department was moved by Mr. Suprenant, seconded by Mr. Hicks and adopted.
- b) Laborer – Seasonal – New Position in 2017 Budget – A motion to approve filling seasonal Laborer position was moved by Mr. Hicks, seconded by Mr. Suprenant and adopted.

DEPARTMENT OF SOCIAL SERVICES

- a) Social Welfare Examiner – Backfill – A motion to approve backfill, Social Welfare Examiner, due to a promotion was moved by Mr. Suprenant, seconded by Mr. Hicks and adopted.
- b) Caseworker – Backfill – A motion to approve backfill, Caseworker, due to promotion to Staff Development Coordinator position was moved by Mr. Hicks, seconded by Mr. Suprenant and adopted.

COUNTY CLERK

- a) Account Clerk – Part time – Backfill – A motion to approve backfill, part time Account Clerk, due to employee taking a full time job was moved by Mr. Hicks, seconded by Mr. Suprenant and adopted.

DISTRICT ATTORNEY

- a) Senior Clerk – Change from 40 hours to 35 hours – Staffing Pattern Change
- b) Clerk – Change from 35 hours to 40 hours – Staffing Pattern Change
- c) A motion to amend Staffing pattern for the following changes: change Senior Clerk from 40 hours to 35 hours and Clerk from 35 hours to 40 hours, was moved by Mr. Hicks, seconded by Mr. Suprenant and adopted.

PUBLIC HEALTH

- a) Public Health RN - Infection Control/Emergency Preparedness Coordinator – Backfill – A motion to approve backfill, RN Infection Control/Emergency Preparedness Coordinator, due to a retirement March 15, 2017 was moved by Mr. Suprenant, seconded by Mr. Hicks and adopted.
- b) Public Health Emergency Preparedness Coordinator/Infection Control – Temporary - New Position Due to Anticipated Retirement – A motion to approve Public Health Emergency Preparedness Coordinator/Infection Control Temporary position to train with Coordinator prior to retirement was moved by Mr. Suprenant, seconded by Mr. Hicks and adopted.
- c) Requesting Temporary position remains for a three month period. The Personnel Director stated that Public Health would also like to bring the retired Coordinator back for a day or two for up to a month to continue the training process and she would then fill the Temporary slot. A motion to approve Temporary position for up to three months, allowing time for the retired Coordinator to come back temporarily for continued training for the newly hired Coordinator, was moved by Mr. Suprenant, seconded by Mr. Hicks and adopted.

OTHER BUSINESS:

- A) BACKFILL REQUESTS – The Personnel Director brought forth a concern from a Department Head about having to bring the backfills once a month to committee. She stated in a Department like DSS they would like the ability to just backfill the position that has already been approved in the past instead of waiting for the committee to go through the backfill. Mr. O'Brien stated departments can still start the process prior to coming to the Personnel Committee for formal approval so he did not feel it was slowing the process down. DSS feels the process is hampering them a bit. The County Attorney stated he would like to slow the process down and stop this sporadic starting of employees without having completed the new employee orientation program. He recommends having Department Heads conform their hiring to the orientation schedule or they will not be able to start work. He stated there needs to be a system, clearly articulated to departments, and held to it. It should state departments will not start anyone until date; you will not have anyone work until they have been through orientation and that first day of work will be orientation. The Treasurer stated that process would be helpful to him and to Personnel. The County Attorney would like the process more structured.
- B) EMPLOYEE HANDBOOK REVISION – SECTION 6.009 DSS MEAL REIMBURSEMENT within COUNTY – The County Administrator stated this change would allow the Department of Social Services employees to purchase meals for clients at the discretion of the Commissioner of Social Services, within the County and for travel outside the County, and the employee would be reimbursed for the clients meal at the meal reimbursement rates applicable to employees. A motion to amend Employee Handbook section #6.009 Meal

Reimbursement to state: “At the discretion of the Commissioner of Social Services, employees of said Department may purchase meals for clients when necessary. The same meal reimbursement rates applicable to employees shall apply for meals purchased for clients, however, travel outside the County is not necessary for reimbursement in these circumstances” was moved by Mr. Hicks, seconded by Mr. Suprenant and adopted.

- C) EMPLOYEE HANDBOOK REVISION – SECTION 7.001 – HOLIDAYS – The handbook section that addresses holidays states: “Per diem” and part time LPN’s and RN’s at Pleasant Valley shall be paid time and half on Thanksgiving and Christmas.” The County no longer operates Pleasant Valley. The Personnel Director is requesting to amend the wording to state: “All “Per diem” and “Part Time” positions, not covered under a collective bargaining agreement, shall be paid at a rate of time and one half on Thanksgiving and Christmas”. The Treasurer stated the handbook needs to be changed to match our practice otherwise stop the practice. A motion to amend Employee Handbook section 7.001 – Holidays to state: “All “Per diem” and “Part Time” positions, not covered under a collective bargaining agreement, shall be paid at a rate of time and one half on Thanksgiving and Christmas” was moved by Mr. Hicks and seconded by Mr. Suprenant. Discussion. Mr. O’Brien did not like the wording that states that the department head shall compensate the employee and the County Attorney stated that it is odd wording and suggested replacing with the employee shall be compensated. The motion to amend Employee Handbook section 7.001 – Holidays to state: All “Per diem” and “Part Time” positions, not covered under a collect a collective bargaining agreement, shall be paid at a rate of time and one half on Thanksgiving and Christmas” was moved by Mr. Hicks, seconded by Mr. Suprenant and adopted.
- D) EXIT INTERVIEW POLICY/FORM – This was mentioned at the last meeting and the Personnel Director provided copies of the Exit Interview policy and form, attached. She stated these are processed at the department level. Mr. O’Brien expressed concern that the Board is not getting the most accurate information on why employees are leaving especially in areas of high turnover. He is also unsure if all departments are doing exit interviews. He suggested doing exit interviews at a higher level. Mr. Campbell stated that employees already have a choice on where to submit the form. Mr. Shaw asked if you are going to collect information then how is it going to be distributed. The Personnel Director stated some departments do follow through with the exit interview form but forms are not routinely turned in; not a structured process. There is no checklist to process out an employee who leaves employment; it is the responsibility of each department. The County Attorney stated this was not instituted to collect statistics but more of a safety valve allowing the employee leaving to tell us we have a problem. Compliance with the Exit Interview policy will be mentioned at the next department head meeting. The Treasurer will check on the number of employees that have left County employment during a one year period. The committee decision is to enforce the Exit Interview Policy and make sure departments comply.
- E) DEPARTMENT HEAD EVALUATION FORM – form attached.
- F) DEPARTMENT HEAD EVALUATION SCHEDULE – Proposed schedule attached with dates and times to be determined. Mr. O’Brien stated they should start within the next thirty days. The Personnel Director stated that department heads need time to complete these forms and the County Administrator has to then add his comments so possibly thirty days is not enough time. The Personnel Committee does all the evaluations. Mr. Shaw would like the prior evaluation available at the time of the evaluation. The County Attorney stated final evaluations of a performance evaluation are public.

The meeting adjourned at 10:10 A.M.

Respectfully submitted,
Debra Prehoda, Clerk, Washington County Board of Supervisors

Personnel Committee Meeting

February 9, 2017

Staffing Requests:

Buildings & Grounds

Backfill "Bldg Maintenance Helper"

New "Laborer" Seasonal (2017 budget approved)

DSS

Backfill "Social Services Examiner"

Backfill "Caseworker"

County Clerk

Backfill "Account Clerk P/T"

DA

"Senior Clerk" – Change from 40 hrs to 35 hrs *Staffing Pattern Change

"Clerk" – Change from 35hrs to 40 hrs *Staffing Pattern Change

Public Health

"Public Health Emergency Preparedness Coordinator/Infection Control" Temporary – New Position due to anticipated retirement

Other:

Backfill Requests

Employee Handbook Revision Section 6.009 Meal Reimbursement

Employee Handbook Revision Section 7.001 Holidays

Exit Interview Policy/Form

Department Head Evaluation Form

Department Head Evaluation Schedule

New Employee Orientation/Start Dates

**Personnel Committee
Position Fill Request Form**

Date: 01/12/17 Department: Buildings and Grounds

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Bld. Maintenance Helper

Civil Service Competitive or Non-Competitive?

Non-Competitive

Pay Rate/Salary of Last Person in Position:

\$14.42 plus .30 shift

Base Rate/Salary if Filled:

\$13.96 plus .30 shift

Number of Hours/Week:

40

Reason Position is Being Vacated:

Transfer

Date the Position will be Vacated:

January 12, 2017

Are the Duties of the Position Essential to the Department?

yes

Can the Duties of this Position be Absorbed by Others in the Department?

no

Could this position be Part-Time?

no

How Many Positions of the Same Title are in the Unit/Department?

9

What is the source of the funding?

2017 Budget

**Personnel Committee
Position Fill Request Form**

Date: January 24, 2017

Department: Buildings and Grounds

Is the Request for a Backfill or New Position?

New Position

Title of Civil Service Position:

Laborer - Seasonal

Civil Service Competitive or Non-Competitive?

Non-Competitive

Pay Rate/Salary of Last Person in Position:

Base Rate/Salary if Filled:

\$12.24

Number of Hours/Week:

40

Reason Position is Being Vacated:

Date the Position will be Vacated:

n/a

Are the Duties of the Position Essential to the Department?

Yes

Can the Duties of this Position be Absorbed by Others in the Department?

No

Could this position be Part-Time?

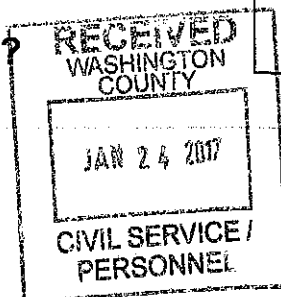
No

How Many Positions of the Same Title are in the Unit/Department?

2

What is the source of the funding?

2017 Budget



**Personnel Committee
Position Fill Request Form**

Date: 1/31/17 **Department:** Social Services

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Social Services Examiner

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$17.50

Base Rate/Salary if Filled:

\$17.27

Number of Hours/Week:

40

Reason Position is Being Vacated:

hired as a Caseworker to backfill the
CW that was promoted to SDC

Date the Position will be Vacated:

January 9, 2017

**Are the Duties of the Position Essential to
the Department?**

yes

**Can the Duties of this Position be Absorbed by
Others in the Department?**

no

Could this position be Part-Time?

no

**How Many Positions of the Same Title are in
the Unit/Department?**

34

What is the source of the funding?

Reimbursement varies with program;
at most there is a 25% local cost

****If New position, provide backup on the funding (position + fringe benefits)****

**Personnel Committee
Position Fill Request Form**

Date: 1/31/17 **Department:** Social Services

Is the Request for a Backfill or New Position?	Backfill
Title of Civil Service Position:	Caseworker
Civil Service Competitive or Non-Competitive?	Competitive
Pay Rate/Salary of Last Person in Position:	\$22.14
Base Rate/Salary if Filled:	\$21.10
Number of Hours/Week:	40
Reason Position is Being Vacated:	promoted to SDC
Date the Position will be Vacated:	January 12, 2017
Are the Duties of the Position Essential to the Department?	yes
Can the Duties of this Position be Absorbed by Others in the Department?	no
Could this position be Part-Time?	no
How Many Positions of the Same Title are in the Unit/Department?	32
What is the source of the funding?	Reimbursement varies with program; at most there is a 25% local cost

****If New position, provide backup on the funding (position + fringe benefits)****

Personnel Committee
Position Fill Request Form

1/25/2017 County Clerk/DMV

Is the Request for a Backfill or New Position?

Back Fill

Title of Civil Service Position:

Account Clerk *P/T*

Civil Service Competitive or Non-Competitive?

Competitive

Pay Rate/Salary of Last Person in Position:

\$15.10

Base Rate/Salary if Filled:

\$15.10

Number of Hours/Week:

7

Reason Position is Being Vacated:

Took Full Time Job

Date the Position will be Vacated:

February 8, 2017

Are the Duties of the Position Essential to the Department?

Yes

Can the Duties of this Position be Absorbed by Others in the Department?

No

Could this position be Part-Time?

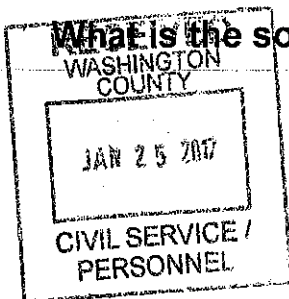
Yes

How Many Positions of the Same Title are in the Unit/Department?

0

What is the source of the funding?

Budget



DA

“Senior Clerk” change from 40 hrs to 35 hrs *staffing pattern

“Clerk” change from 35 hrs to 40 hrs *staffing pattern

**Personnel Committee
Position Fill Request Form**

Date: 2/2/17 Department: Public Health

Is the Request for a Backfill or New Position?

Backfill

Title of Civil Service Position:

Env-Infection Control/Emergency Preparedness Coordinator

Civil Service Competitive or Non-Competitive?

Pay Rate/Salary of Last Person in Position:

Gr. 21 + 28 years \$31.36/hr

Base Rate/Salary if Filled:

Gr. 21 Base = \$28.17/hr

Number of Hours/Week:

37 1/2⁰

Reason Position is Being Vacated:

Retirement

Date the Position will be Vacated:

3/15/17

Are the Duties of the Position Essential to the Department?

Yes, Basic PH duties

Can the Duties of this Position be Absorbed by Others in the Department?

No

Could this position be Part-Time?

No

How Many Positions of the Same Title are in the Unit/Department?

2 Total.

What is the source of the funding?

Article 6, Preparedness Grant asst, County Budget.

**Personnel Committee
Position Fill Request Form**

Date: 2/2/17 Department: Public Health

Is the Request for a Backfill or New Position?

New

Title of Civil Service Position:

(Training - RN BSN)
Infection Control Nurse/
Disaster Preparedness Coord.

Civil Service Competitive or Non-Competitive?

Pay Rate/Salary of Last Person in Position:

Base Rate/Salary if Filled:

Number of Hours/Week:

14-21⁰

Reason Position is Being Vacated:

Retirement - would like
prospective hired to play an
part in training of specialized duties

Date the Position will be Vacated:

3/15/17

Are the Duties of the Position Essential to the Department?

Yes, Basic PH duties

Can the Duties of this Position be Absorbed by Others in the Department?

No

Could this position be Part-Time? *Yes*

Temp? 14-21⁰/wk for up to 3mos.
PT

How Many Positions of the Same Title are in the Unit/Department?

None

What is the source of the funding?

Article 6 State Aid
General PH Work

Section: The Workplace	Issue Date: 06/21/93	Section # 6.009
Subsection: Meal Reimbursement	Revised Date: 9/1/16	Page 1

The daily allowance for meals **outside** the County will be as follows:

Breakfast	\$ 7.00
Lunch	\$ 9.00
Dinner	\$14.00
Daily Total	\$30.00*

Actual receipts are necessary for reimbursement. Breakfast charges will only be allowed when an employee is required to leave home before 6:00 A.M. to reach their destination on time. Dinner charges will be allowed only when employee's travel time from the meeting site to his or her home is such that arrival home occurs after 7:00 P.M.

* If an employee is staying overnight, a per diem rate of \$30.00 for outside major metropolitan areas and \$40.00 for major metropolitan areas is allowed. A major metropolitan area is defined by a population of one million or more.

Per Resolution No. 268 of September 21, 2001, sales tax incurred as part of a reimbursable meal will be paid so long as the total cost of meal plus tax does not exceed the authorized maximum amount of reimbursement.

Proposed Amendment 2/17/17

At the discretion of the Commissioner of Social Services, employees of said Department may purchase meals for clients when necessary. The same meal reimbursement rates applicable to employees shall apply for meals purchased for clients, however, travel outside the County is not necessary for reimbursement in these circumstances.

* Current

Section: Benefits	Issue Date: 06/21/93	Section # 7.001
Subsection: Holidays	Revised Date: 1/1/12	Page 1

Days off with pay for legal holidays as shown below shall be granted by department heads to all eligible County employees.

1. New Year's Day
2. Martin Luther King's Birthday - 3rd Monday in January
3. President's Day - 3rd Monday in February
4. Memorial Day - last Monday in May
5. 4th of July
6. Labor Day - 1st Monday in September
7. Columbus Day - 2nd Monday in October
8. Veterans Day - November 11th
9. Thanksgiving Day
10. One half day December 24th and one half day December 31st
11. Christmas Day
12. Floating Holiday***

When any of the holidays fall on Saturday, the holiday shall be considered a paid holiday observed the preceding Friday. When the holiday falls on Sunday, the holiday shall be considered a paid holiday observed the following Monday.

* "Per diem" and part time LPN's and RN's at Pleasant Valley shall be paid time and half on Thanksgiving and Christmas.

If a scheduled* employee is required to work on one of the holidays the department head shall grant another day off with pay in lieu of the holiday worked. If a non-scheduled** employee must work on a holiday, the department head shall compensate the employee for the holiday at the regular rate of pay and further compensate the employee at a rate of one and a half times his or her rate of pay for the hours worked during that holiday.

* An employee who is scheduled to work that day

** All others

*** Floating holiday will be awarded to an employee with an anniversary date prior to 10/01/09.

Floating Holiday will be scheduled in the same manner as vacation time.

Per B.O.S. Res. #325, December 16, 2011, non-union employees hired on or after October 1, 2009 will not be eligible for a floating holiday.

* Proposed

Section: Benefits	Issue Date: 06/21/93	Section # 7.001
Subsection: Holidays	Revised Date: 2/17/17	Page 1

Days off with pay for legal holidays as shown below shall be granted by department heads to all eligible County employees.

1. New Year's Day
2. Martin Luther King's Birthday - 3rd Monday in January
3. President's Day - 3rd Monday in February
4. Memorial Day - last Monday in May
5. 4th of July
6. Labor Day - 1st Monday in September
7. Columbus Day - 2nd Monday in October
8. Veterans Day - November 11th
9. Thanksgiving Day
10. One half day December 24th and one half day December 31st
11. Christmas Day
12. Floating Holiday***

When any of the holidays fall on Saturday, the holiday shall be considered a paid holiday observed the preceding Friday. When the holiday falls on Sunday, the holiday shall be considered a paid holiday observed the following Monday.

* All "Per diem" and "Part Time" positions, not covered under a collective bargaining agreement, shall be paid at a rate of time and one half on Thanksgiving and Christmas.

If a scheduled* employee is required to work on one of the holidays the department head shall grant another day off with pay in lieu of the holiday worked. If a non-scheduled** employee must work on a holiday, the department head shall compensate the employee for the holiday at the regular rate of pay and further compensate the employee at a rate of one and a half times his or her rate of pay for the hours worked during that holiday.

* An employee who is scheduled to work that day

** All others

*** Floating holiday will be awarded to an employee with an anniversary date prior to 10/01/09.

Floating Holiday will be scheduled in the same manner as vacation time.

Per B.O.S. Res. #325, December 16, 2011, non-union employees hired on or after October 1, 2009 will not be eligible for a floating holiday.

EXIT INTERVIEW POLICY

1. Upon notice of leaving employment for whatever reason, except discharge, the employee's direct supervisor (person who would do report of personnel change) shall distribute the interview forms and make notation on report of date of distribution.
2. Every attempt shall be made to interview the employee in person. The interviewer and employee should review the form together and both parties shall sign the form in the space provided.
3. The department head shall review form or delegate review to appropriate deputy. Review should be made at highest level possible of agency. Review should not be made by direct supervisor.
4. Small departments shall submit directly to personnel officer for review.
5. The reviewer shall sign and date the form in the space provided..
6. Upon review - any indication of sexual harassment, discrimination, ADA problems or other indication that department head feels appropriate shall immediately be brought to the attention of the personnel officer.
7. Upon notification the personnel officer will review the matter with the appropriate county officials to include, but not be limited to: the department head, administrator, attorney, committee chair and chairman of the board.
8. If form is not returned, the department head or designee will make an attempt to contact the employee to determine the reason and will note the reason, or the failure to make contact in the employee file.
9. The employee shall have the right to return the form directly to the administrator, personnel officer or department head at his/her discretion.
10. The exit interview form is to remain as part of the department personnel record.

Employee Exit Interview

Name: _____ Job Title: _____

Date Hired: ___/___/___ Date Separated: ___/___/___ Current Status: ___FT
___PT

Type of Termination: (Check one) Retirement Resignation Layoff

Reason(s) for Separation: (Check all that apply)

- Shift Preferences Benefit Packages Wages Offered Other Job
 Want Full Time Type of Work Working Environment
 Co-workers/Supervisor/Management Other (Explain): _____

Why are you leaving? _____

Was the work offered here what you expected it to be? _____

What type of work, if any, did you accept upon separation with the County? _____

Did you feel that you received cooperation from co-workers, your direct supervisor and management? _____

What do you like the most about your experience here? _____

What do you like the least about your experience here? _____

Miscellaneous Comments: _____

Employee's Signature: _____ Dated: _____

Interviewer's Signature: _____ Dated: _____

Reviewer's Signature: _____ Dated: _____

****THE EMPLOYEE SHALL HAVE THE RIGHT TO RETURN THE FORM DIRECTLY TO THE DEPARTMENT HEAD, PERSONNEL OFFICER OR THE COUNTY ADMINISTRATOR AT HIS/HER OWN DISCRETION.**

Department Head Review

Employee Name: _____ Job Title: _____

Date of Hire: _____ Department: _____

Annual Review: () 90 Day Review () Review Period: From _____ To _____

Purpose: The purpose of conducting this review is to: Develop better communication between the Department Head, the County Administrator and the Board of Supervisors; Improve the workflow process; Increase productivity; and promote organizational development. In completing this form, the Department Head should consider how his or her performance resulted in achieving the goals and objectives established in the previous review as well as interdepartmental relationships. The department head should appraise their overall performance based primarily on whether their performance produced the desired results in each of the principle accountabilities of the job during the performance periods.

Performance Rating Categories: Consider your performance in each category and designate the level of performance that most accurately describes your job performance. Give careful consideration to each category before choosing the rating. The following is a description of each level of performance:

Exceeds Expectations / Requirements – You achieve and frequently exceed expectations for responsibilities, objectives, skills, abilities and knowledge of the job. You have sought to enhance or increase skills, make recommendations and offer possible solutions to improve processes. Your performance has resulted in improved departmental performance.

Meets Expectations | Requirements - You meet established expectations for responsibilities and objectives of the position, demonstrate requisite skills, ability, knowledge and commitment to the job. Your department has performed as expected.

Improvement Needed - You do not always meet the responsibilities and objectives of the job, you demonstrate some of the requisite skills, abilities and knowledge to do the job, but additional training and/or commitment is required. You may still be learning the job or willingness to develop or improve requisite skills and knowledge maybe in question. Your department does not achieve goals and objectives.

SECTION I - 2017 GOALS & OBJECTIVES

ATTACH A SEPARATE SHEET(S) AND STATE YOUR 2017 GOALS AND OBJECTIVES

SECTION II – PERSONAL PERFORMANCE RATING

RATE YOUR PERFORMANCE IN EACH OF THE FIVE CATEGORIES BELOW.

INCLUDE SPECIFIC EXAMPLES SUPPORTING YOUR RATINGS IN EACH CATEGORY ON YOUR ATTACHED SHEET(S).

MANAGEMENT & LEADERSHIP SKILLS:

() Exceeds Expectations () Meets Expectations () Improvement Needed

- Display confidence and remain in control when handling difficult or new situations.
- Demonstrate adaptability and flexibility when handling change.
- Demonstrate a sense of cooperativeness by remaining open and positive when receiving direction or constructive feedback.

PLANNING & ORGANIZATION:

() Exceeds Expectations () Meets Expectations () Improvement Needed

- Plan effectively to ensure county and department goals utilizes appropriate resources
- Meet or exceeds deadlines without jeopardizing quality
- Seek opportunities to increase productivity and/or eliminate waste
- Able to re-prioritize as required to meet new/changing demands.
- Carry out work assignments and tasks within budget.

PROBLEM SOLVING & DECISION MAKING:

() Exceeds Expectations () Meets Expectations () Improvement Needed

- Demonstrate ability to make sound and proper decisions by defining the issue, diagnosing the problem, analyzing the cause(s) and drawing on professional expertise, internal and external resources to make recommendations or propose solutions with a minimal negative effect on departmental/County goals and employee relations.
- Demonstrate willingness to take ownership and responsibility for decisions made.

COMMUNICATIONS, TEAMWORK AND INTERDEPARTMENTAL RELATIONSHIPS:

() Exceeds Expectations () Meets Expectations () Improvement Needed

- Demonstrate clear effective communication (includes; listening, nonverbal communication and language) in individual and group settings (all levels, internal and external).
- Keep committees/supervisors, associates and subordinates fully informed on project status and issues.
- Provides accurate concise written communication to support scope of assignments.

BUDGETARY:

() Exceeds Expectations () Meets Expectations () Improvement Needed

- Demonstrate ability to develop and implement departmental budget.
- Able to effectively control costs and ensure that services and/or products are cost effective, within budget and follow the County Procurement Policy.

OVERALL RATING () Exceeds Expectations () Meets Expectations () Improvement Needed

SECTION III: COUNTY ADMINISTRATOR COMMENTS (ON SEPARATE SHEET)

COMMITTEE COMMENTS:

COMMITTEE OVERALL RATING FOR DEPARTMENT HEAD:

() Exceeds Expectations () Meets Expectations () Improvement Needed

Discussed/reviewed with employee on: Date _____

Follow up requested/desired: () YES () NO FOLLOW-UP DATE: _____

I have received a copy of this review:

Department Head Signature: _____ Date: _____

Committee Chairman Signature: _____ Date: _____

2017 Department Head Performance Evaluation Schedule

<DATE>

<TIME>

Gray, Mike	Youth Director
Prehoda, Debbie	Clerk of the Board
Wickes, Roger	County Attorney
Fitch, Melissa	Personnel Director
DeBolt, Chris	County Administrator

<DATE>

<TIME>

Chadwick, Laura	Director of Real Property Tax Services
Steves, Harrison	Superintendent of County Buildings
DePalo, Andy	Director Veterans Services
Buxton, Jim	Code Enforcement Administrator
Pratt, Karen	IT Director

<DATE>

<TIME>

Haskins, Steve	Superintendent of Public Works
Gosnell, Glen	Director of Public Safety
Bristol, Glenn	Fire Coordinator
White, Anthony	Probation Director
Tom Cioffi	Supervising Attorney
Mercure, Michael	Public Defender

<DATE>

<TIME>

Mitchell-Cantanucci, Gina	Director Office of the Aging
Hunt, Patricia	Public Health Director
DeLorme, Tammy	Commissioner of Social Services
Oswald, Laura	Economic Development Coordinator

Not Scheduled: Director of Weights and Measures

