

County of Buffalo
Alma, Wisconsin
Notice of Public Meeting

Committee: Human Resources Committee
Date: Monday, November 9, 2020
Time: 9:30 a.m.
Location: 3rd Floor County Board Room – Buffalo County Courthouse

AGENDA

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Call to Order
2. Roll Call of the Members
3. Public Comments Regarding Agenda Items
4. Review/Discussion/Action ~ Minutes of the Previous Meeting
5. Review/Discussion/Action ~ A Resolution to Amend Policy 103 to Include Shift Differential Pay for Corrections/Communications in Overtime and Compensation Section of Employee Handbook
6. Review/Discussion/Action ~ A Resolution to Extend Three Limited Term 2020 Health Positions Through December 2021
7. Review/Discussion/Action ~ COVID-19 Employee Exclusion Guidance Flowchart & Plan Update
8. Review/Discussion/Action ~ The Committee May Go into Closed Session to Discuss Department Manager Evaluation Process and Military Leave Status

The Committee may enter into closed session and return to open session pursuant to WI State Statutes 19.85(1)(f) for the purpose of discussing employee performance which may have a substantial effect on the reputation of any person involved over which the governmental body has jurisdiction or exercises responsibility.

9. Review/Discussion/Action ~ The Committee May Return to Open Session
10. Review/Discussion/Action ~ A Resolution to Amend Policy 508 of the Employee Handbook – Performance Reviews
11. Review/Discussion/Action ~ Department Manager Evaluation Form
12. Review/Discussion/Action ~ Employee Questionnaire Form
13. Committee Chair Report
14. Personnel Advisor Report(s)
15. Administrative Coordinator Report(s)
16. Any Public Comment Not Related to Agenda Items
17. Next Meeting Date and Time ~ Monday, December 8, 2020 at 9:30 a.m.
18. Adjournment.

Date: November 3, 2020

Larry Grisen, Chair

By: Roxann Halverson, County Clerk

Board Members: If unable to attend, please contact the Chair, Larry Grisen. If you are unable to reach the Chair, please contact the County Clerk's Office at 608-685-6209.

Persons with Disabilities: If you require special accommodations in order to attend this meeting, please contact the County Clerk's Office at 608-685-6209.

Public Access to the Courthouse: The South Entrance will be the only access to the building after 4:30 p.m.

Buffalo County Minutes

Committee/Board: Human Resources Committee

Date of Meeting: Monday, October 5, 2020

Mr. Grisen called the meeting to order at 9:30 a.m.

Committee Members Present: Mr. Larry Grisen, Mr. Michael Taylor, Mr. Don Hillert, Mr. Nathan Nelson, and Ms. Mary Anne McMillan Urell.

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Roxann Halverson, Ms. Brenda Creighton, Mr. Jacob Syndergaard (via TEAMS), Mr. Dave Rynders, and Sheriff Mike Schmidtknecht.

Public Comments Regarding Posted Agenda Items: None.

Review/Discussion/Action regarding Previous Meeting Minutes: Mr. Hillert made a motion to approve the minutes, seconded by Mr. Taylor. Carried.

Review/Discussion regarding a Major Medical Insurance Renewal & Options by Cottingham & Butler: The health insurance renewal was negotiated from 3.8% increase to a 1.5% increase. The total 2021 premium will be \$1,526,381.00, which is an increase of \$22,553.00. A discussion was held on HRA funds, HSA funds, and higher deductible plans.

Review/Discussion/Action regarding A Resolution to Approve Health Insurance Benefit Plan: Mr. Taylor made a motion to approve the resolution, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding Veterans Services Part-Time Administrative Secretary Position Description: This position description was sent back to the home committee for further review and changes. Those changes have been made and now aligns the position with that of a Support Staff position in DHHS. The Finance Committee has put this position on hold at this time due to budget issues. Ms. McMillan Urell made a motion to approve the position description, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding A Resolution to Add Communicable Disease Program Duties to One Limited Term 2020 Public Health Position: This position is funded 100% with CARES funding. With some adjustment of duties this position would assist with other communicable diseases without using levy dollars. Mr. Taylor made a motion to approve the resolution, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding Night Shift Differential Pay for Communications/Corrections Officers: Sheriff Schmidtknecht discussed his original

plan for the night differential pay would be that it would only apply towards 8 hours of a 12 hours shift and could only be given if the employee works the full shift. Ms. Creighton checked with other counties to see how it was handled. Pepin County offers a shift differential pay for employees working a full shift between the hours of 5:00 p.m. and 6:00 a.m. The amount of shift differential pay was discussed. Ms. McMillan Urell made a motion to approve a \$.50 per hour shift differential pay for Communications/Corrections Officers to be effective January 1st, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding Night Shift Handbook Language for Communications/Corrections Officers: Ms. Hansen and Ms. Creighton will work on language for the handbook and bring to the next meeting for approval.

Review/Discussion/Action regarding Language for Communications/Corrections Officer Reimbursement for Education and Uniform Expense for Voluntary Separation: Ms. Hansen indicated she has concerns over the legality of requiring the reimbursement and how this will affect recruitment for the position. She indicated she will get a legal opinion on this matter for the committee. Sheriff Schmidknecht indicated he would like to withdraw his request for reimbursement.

Review/Discussion/Action regarding Use of Existing County Employees to Serve as Poll Workers on Election Day: Ms. Halverson explained that WCA is putting on a webinar tomorrow regarding county employees serving as poll workers. There are a few municipalities in Buffalo County that could use assistance. The state is encouraging employees to work as poll workers and paying them their regular wage, but no overtime and not requiring the use of vacation or paid time off. Fond du Lac County is also asking workers to assist as poll workers with the county paying their regular wage (no overtime) and they must have supervisor approval. Mr. Grisen made a motion to approve allowing employees to work as a poll worker, be paid their regular wage, no overtime pay, and with supervisor approval, seconded by Mr. Taylor. Carried.

The Committee May Go into Closed Session to Discuss Department Manager Evaluation Process, Military Leave Status, Administration Office Vacancy, and Veterans Services Funding Options: Mr. Grisen made a motion to go into closed session, seconded by Ms. McMillan Urell. Mr. Grisen-yes, Mr. Taylor-yes, Ms. McMillan Urell -yes, and Mr. Hillert-yes. Carried.

The Committee May Return to Open Session: Mr. Grisen made a motion to return to open session, seconded by Ms. McMillan Urell. Ms. McMillan Urell-yes, Mr. Hillert-yes, and Mr. Grisen-yes. Carried. (Mr. Taylor was excused from the meeting during closed session.)

Ms. McMillan Urell made a motion to send a letter regarding the military leave to all parties, seconded by Mr. Hillert. Carried.

Ms. McMillan Urell made a motion to proceed with the evaluation process as discussed, seconded by Mr. Hillert. Carried.

Mr. Hillert made a motion to proceed with advertising for the vacant Administration Office position, seconded by Ms. McMillan Urell. Carried.

Ms. McMillan Urell made a motion to proceed with option #1 having Ms. Halverson, Ms. Burmeister, and Ms. Hager meet to discuss job sharing, seconded by Mr. Hillert. Carried.

Mr. Hillert made a motion to pass along information to the Finance Committee regarding options #2 and #3 of relocating the VA office and job sharing possibilities and review working with another county to share VA duties, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding 2021 Hiring Strategies: There had been discussion at Finance to have a waiting period before positions were filled, but no definitive time period was set. This committee discussed having a 60-90 day moratorium on non-essential positions and hiring essential positions with committee approval sooner.

Chairperson Report: None.

Personnel Advisor's Report: Ms. Creighton reviewed vacancies, interviews, and any new hires. She will be working on open enrollments with the benefits package.

Administrative Coordinator Report: Ms. Hansen reported she will be attending the Land Conservation and Ag & Extension Committee meeting tonight. They will be reviewing the new position that will assist Ms. Lisowski with the 4H program. This would be a position that is a contracted position and be paid from levy dollars. The National Guard is starting a testing facility in Eau Claire for COVID-19.

Public Comments: None.

Next meeting date: Monday, November 9, 2020 at 9:30 a.m.

Adjournment: Mr. Hillert made a motion to adjourn at 12:41 p.m., seconded by Ms. McMillan Urell. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk

Buffalo County Resolution



Drafted By:
Sonya J. Hansen
Presented Month/Year:
November 2020
Involved Committees:
Human Resources

County Department:
Administration
Fiscal Impact: YES / NO
AC Approved: YES / NO

RESOLUTION # _____

A RESOLUTION TO AMEND POLICY NO. 103 OF THE BUFFALO COUNTY EMPLOYEE HANDBOOK – OVERTIME AND COMPENSATORY TIME

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any amendments to the Employee Handbook; and,

WHEREAS, the Human Resource Committee has recommended changes to include updating the name of the policy from OVERTIME AND COMPENSATORY TIME to OVERTIME, COMPENSATORY TIME, ON CALL AND SHIFT DIFFERENTIAL, which more accurately reflects the full content of the policy. Additional revision includes Shift Differential language for the Corrections and Communication Officer employees of the Buffalo County Employee Handbook. The draft language states Corrections and Communication non-exempt employees receive extra compensation for working during evening, or night shifts. The language includes approval by HR Committee, Finance Committee and Full County Board through the annual budget process. The shift differential will not apply towards any paid leave and only when employees work the entire shift.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby amends POLICY 103 **OVERTIME AND COMPENSATORY TIME** of the Buffalo County Handbook effective January 1, 2021. A copy of the amended policy is attached as Exhibit A and to be incorporated herein and to become a part of this resolution.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of _____, 2020.

County Clerk

ATTEST:

County Board Chairperson

Respectfully Submitted:

Human Resources Committee

Larry Grisen

Mary Anne McMillan Urell

Donald A. Hillert

Nathan Nelson

Michael L. Taylor

ANTICIPATED FINANCIAL IMPACT STATEMENT

2020 Budget	None
2021 Budget	\$7,750 included in proposed budget

EXHIBIT A

POLICY 103. OVERTIME, COMPENSATORY TIME, ON CALL AND SHIFT DIFFERENTIAL

1. **Purpose:** To provide a consistent system for distributing overtime and compensatory time in compliance with the overtime-pay provisions of the Federal Fair Labor Standards Act (FLSA).
2. **Definition:** Overtime is any time worked in excess of forty (40) hours within a weekly payroll period beginning on Sunday and ending on Saturday.
3. **Accrual:** Any paid benefit time (paid time off, extended leave bank, nonproductive holiday hours, etc.) shall not be counted as hours worked for overtime purposes.
 - 3.1 Compensatory time shall not accumulate beyond sixty (60) hours unless otherwise addressed in this policy. Exceptions may be approved on a case-by-case basis upon the recommendation of the Department Manager and approval by the County Administrative Coordinator. Any request from the Department Manager shall be in writing and include details supporting the request and a plan for reduction of hours.
 - 3.2 The Department Manager or their designee must develop plans to reduce accumulated compensatory time in excess of sixty (60) hours within three (3) months of the time being accumulated. Exceptions may be approved if written supporting documentation is provided by the Department Manager to the County Administrative Coordinator for up to an additional three (3) months.
4. **Approval:** The employee's Department Manager or their designee will have the right to approve or deny overtime and compensatory time requests. Except in emergencies, all overtime and compensatory time either earned or utilized must be approved in advance and documented on the employee's time sheet.
 - 4.1 An employee who works unauthorized overtime or compensatory time may be subject to employee disciplinary action.
5. **Exempt/Non-Exempt Employees:**
 - 5.1. Each position/employee is designated as either "Non-exempt" or "Exempt" from the federal Fair Labor Standards Act (FLSA) and state wage and hour laws. Appendix E

Policy 103. OVERTIME & COMPENSATORY TIME

Effective Date: January 1, 2021

Revised Date: January 1, 2021

Buffalo County

Employee Handbook

- 5.2 Employees classified as “non-exempt” are paid on an hourly basis and entitled to overtime pay for hours worked in excess of forty (40) hours per week.
- 5.3 Overtime for non-exempt employees shall be compensated by payment of one and one-half (1½) times the regular rate of pay, or as compensatory time off of one and one-half (1½).
- 5.4 Employees classified as “exempt” are paid on a salary basis and are excluded from specific provisions of federal and state wage and hour laws and are not eligible for overtime pay.
- 5.5 Department Managers and “exempt” supervisory employees are not eligible for compensatory time or overtime.
- 5.6 Exempt professional and administrative personnel as defined by FLSA, excluding Department Managers and exempt supervisory employees, working in excess of their respective hourly and weekly schedules earn compensatory time on the basis of one hour compensatory time for one hour worked as approved by the Department Manager.

6. Communication/Corrections Employees Overtime:

- 6.1 Overtime is any time worked in excess of forty (40) hours within a standard work week beginning on Sunday and ending on Saturday. Time worked includes travel to and from trainings held outside of the courthouse building.
 - 6.1.1 Schedules are subject to change due to meetings, staffing needs or training to minimize use of overtime hours.
 - 6.1.2 Overtime will be paid for anything outside the employee’s work schedule if the schedule change is made with less than twenty-four (24) hour notice.
- 6.2 Communications/Corrections cannot accumulate compensatory time. Overtime will be compensated by payment at one and one-half (1 ½) time the regular rate of pay.
- 6.3 If a communication/corrections employee is called in to work to outside of their normal work shift, the employee shall receive overtime pay at the rate of one and one-half (1 ½) his her/hourly wage. The employee’s time sheet shall identify this as “unscheduled”.

Policy 103. OVERTIME & COMPENSATORY TIME

Effective Date: January 1, 2021

Revised Date: January 1, 2021

Buffalo County

Employee Handbook

- 6.4 If a communications/corrections employee is scheduled for training or staff meeting prior to the start of a shift or immediately after a shift or on their scheduled day off, overtime is paid if the employee has excess of forty (40) hours of time worked within the standard work week.
- 6.5 If a communications/corrections employee is requested to remain at work beyond the normal completion of their scheduled work shift to complete assigned duties, time will be credited towards time worked and overtime will be paid if the employee has excess of forty (40) hour of time worked within the standard work week.

7. Highway Department Overtime:

- 7.1 Overtime shall be compensated by payment of one and one-half (1 ½) times the regular rate of pay.
- 7.2 Due to flexible daily work schedule, overtime shall be paid for any hours that exceeds ten (10) in a day or forty (40) in a standard work week beginning on Monday and ending on Friday.
- 7.3 A minimum of two (2) hours shall be paid to employees called into work for outside the standard work week.
- 7.4 All hours on Saturday, Sunday and holidays shall be compensated at one and one half (1 ½) times the regular rate of pay.

8. Highway Department Compensatory Time:

- 8.1 Upon approval of Highway Management, in lieu of overtime payout for any overtime accumulated, an employee may accumulate compensatory time at time and one-half (1½) for each hour worked.
- 8.2 Compensatory time may be accumulated up to a maximum of forty (40) hours; if compensatory time is not used, all hours accrued shall be paid out to zero on the payroll following June 30th and prior to December 31st.
- 8.3 Accumulated or earned compensatory time can only be used in at least one-half (1/2) hour increments. If an employee wishes to use accumulated compensatory time, the employee must do so by indicating on the daily time sheet for that day approved by Highway Management.

Policy 103. OVERTIME & COMPENSATORY TIME

Effective Date: January 1, 2021

Buffalo County

Revised Date: January 1, 2021

Employee Handbook

9. On Call Pay (Health and Human Services Employees):

- 9.1 Employees required to be on call shall be paid at the rate approved by the Buffalo County Human Resources Committee, Buffalo County Finance Committee and Buffalo County Board of Supervisors through the normal budget process.
- 9.2 Employees performing non-direct duties, i.e. phone contacts, time will be logged in ten (10) minute, non-overlapping increments for the purposes of compensation.
- 9.3 Direct contact situations will be actual time and shall be compensated at a minimum of one (1) hour.
- 9.4 Compensation will be in the form of compensatory time at the straight time rate for exempt professional employees.

10. Shift Differential (Communication/Corrections Employees):

- 10.1 Shift differential policy allows for extra compensation to nonexempt employees who are scheduled on a regular, rotating or sporadic basis to work during evening or night shifts.
- 10.2 Employees required to work shifts designated in 10.3 below shall be paid at the rate approved by the Buffalo County Human Resources Committee, Buffalo County Finance Committee and Buffalo County Board of Supervisors through the normal budget process.
- 10.3 The shift differential rate will be applied for those employees working the entire shift, when the shift starts at 5:00 p.m. or ends at 6:30 a.m.
- 10.4 Shift differential will not be added to any paid leave (PTO, Holiday, Emergency Leave, PSLB, etc.).

Policy 103. OVERTIME & COMPENSATORY TIME

Effective Date: January 1, 2021

Buffalo County

Revised Date: January 1, 2021

Employee Handbook

Buffalo County Resolution



Drafted By:

Dave Rynders

Presented Month/Year:

November 2020

Involved Committees:

DHHS & Veterans Services

Human Resources

Finance

County Department:

DHHS

Fiscal Impact: YES / NO

CA Approved: YES/ NO

RESOLUTION # _____

A RESOLUTION TO EXTEND THREE LIMITED TERM 2020 HEALTH POSITIONS THROUGH DECEMBER 2021

WHEREAS, the Buffalo County Department of Health and Human Services (DHHS) has added three full time limited term positions in 2020 to help contain the spread of COVID-19 and help its Public Health unit meet the needs of individuals contracting this disease by providing education, disease investigation, contact tracing, and monitoring including testing; and

WHEREAS, DHHS receives Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funding to pay for all the 2020 costs of these three; and

WHEREAS, these positions are filled by either a Public Health Nurses or a Public Health Educators who are qualified and able to provide education, disease investigation, contact tracing, and monitoring including testing related to COVID-19 as well as providing similar services to prevent the spread of other communicable diseases; and

WHEREAS, the Wisconsin Department of Health Services (DHS) has allocated \$40,000,000 Centers for Disease Control and Prevention (CDC) Epidemiology and Laboratory Capacity (ELC) supplemental funds to local and tribal health departments; and

WHEREAS, the Buffalo County portion of ELC funds, available for use until November 15, 2022, is \$286,400; and

WHEREAS, ELC revenues are sufficient to cover the 2021 costs of the three current full time LTE public health position without requiring additional county tax funding.

NOW, THEREFORE BE IT RESOLVED, effective from January 1 through December 31, 2021, the Buffalo County Board of Supervisors hereby approves extending three full time LTE public health positions for the purposes of providing COVID-19 and other communicable disease services.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of _____, 2020.

County Clerk

ATTEST:

County Board Chairperson

Respectfully Submitted:

Veterans/DHHS Committee

Human Resources Committee

Finance Committee

Mary Anne McMillan Urell, Chair

Larry Grisen, Chair

Dennis Bork, Chair

Larry Grisen

Mary Anne McMillan Urell David Danzinger

Brad Schmidtknecht

Nathan Nelson

Max Weiss

Carol McDonough

Michael L. Taylor

Brad Schmidtknecht

Wendy Kleinschmidt

Donald A. Hillert

Donald A. Hillert

Richard Mueller

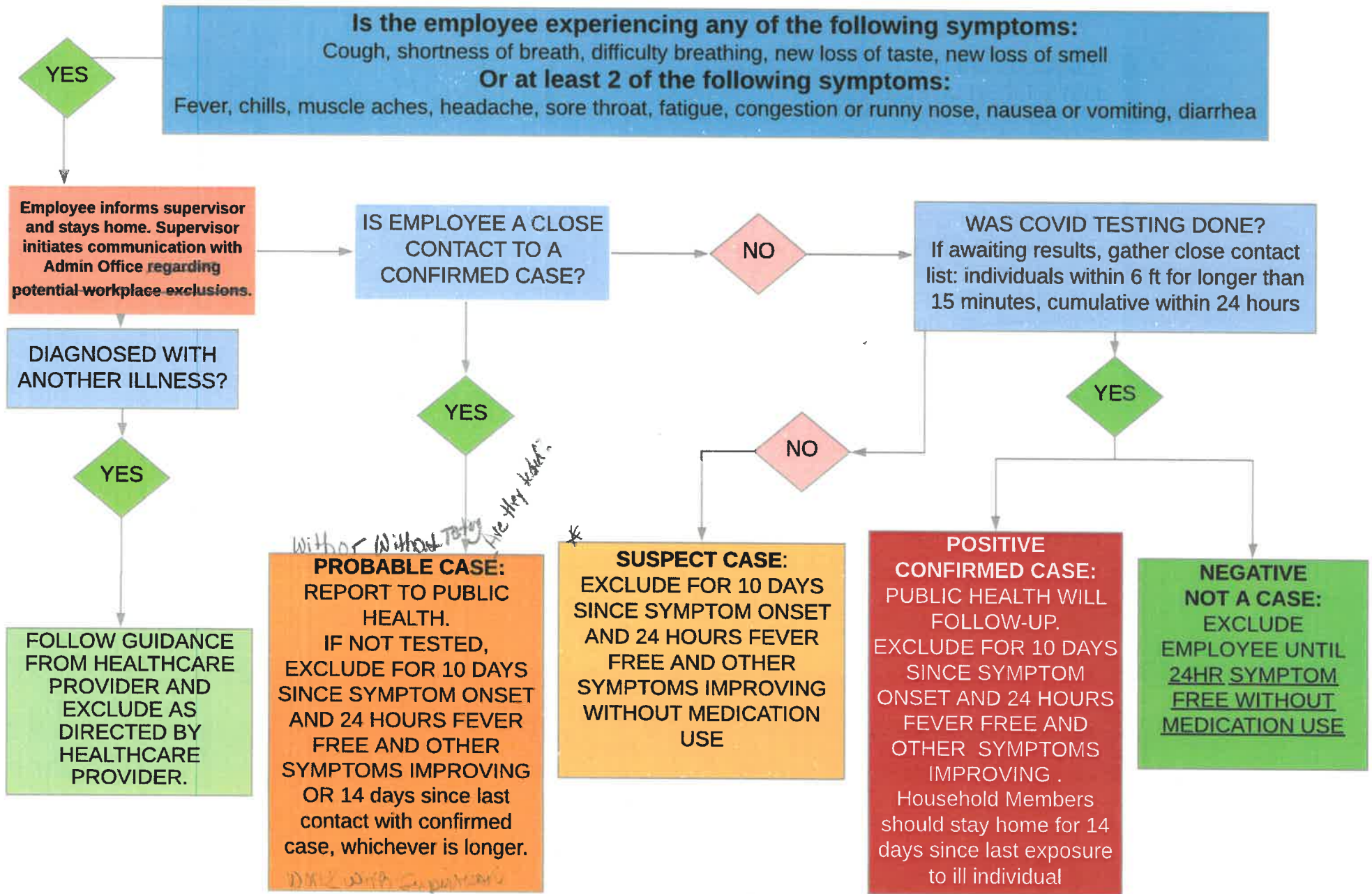
Joette Gillett

Steve Nelson

ANTICIPATED FINANCIAL IMPACT STATEMENT:

2021 Salary = \$23.85 (.6% COLA increase over 2020 rate) x 2 Staff
 = \$23.33 (.6% COLA increase over 2020 rate) x 1 Staff
Salary, Soc Sec, Work Comp for all staff = \$165,292.20

COVID-19 Employee Exclusion Flowchart ^{Guidance}



**If a person has been in close contact with a confirmed or probable case, they need to quarantine for 14 days following the last exposure. A negative test does not shorten the quarantine.

Buffalo County Resolution



Drafted By:
Sonya J. Hansen
Presented Month/Year:
November 2020
Involved Committees:
Human Resources

County Department:
Administration
Fiscal Impact: YES / NO
AC Approved: YES / NO

RESOLUTION # _____

A RESOLUTION TO AMEND POLICY NO. 508 OF THE BUFFALO COUNTY EMPLOYEE HANDBOOK – PERFORMANCE REVIEWS

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any amendments to the Employee Handbook; and,

WHEREAS, the Human Resource Committee has recommended changes to the performance review section of the Buffalo County Employee Handbook that addresses the procedure for when reviews are due and also the process for Department Manager evaluations, a copy of which is attached as Exhibit A and to be incorporated herein and to become a part of this resolution.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby amends POLICY 508 PERFORMANCE REVIEWS of the Buffalo County Handbook effective January 1, 2021. A copy of the amended policy is attached as Exhibit A and to be incorporated herein and to become a part of this resolution.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of _____, 2020.

County Clerk

ATTEST:

County Board Chairperson

Respectfully Submitted:

Human Resources Committee

Larry Grisen

Mary Anne McMillan Urell

Donald A. Hillert

Nathan Nelson

Michael L. Taylor

ANTICIPATED FINANCIAL IMPACT STATEMENT

2020 Budget

None

EXHIBIT A

POLICY 508. PERFORMANCE REVIEWS

1. **Purpose:** To provide for periodic review of work performance.
 - 1.1 The purpose of the performance evaluation is to improve individual performance, strengthen supervisor-employee relationships and recognize employee accomplishments and good work.
 - 1.2 Performance evaluation reports may be considered in personnel decisions affecting promotion, demotion, removal, re-employment, and training for exempt and non-exempt personnel.

2. **Procedure:**
 - 2.1 Each new employee shall be evaluated at the end of the third month of employment and again on the six months of employment with a final evaluation approximately fifteen (15) days prior to the end of their introductory period by the Department Manager. The County may at its discretion, conduct additional performance evaluations if the employee believes that a performance review is needed.
 - 2.2 Department Managers or their designee shall evaluate all department employees annually on forms provided by the County Administration Office. Evaluations must be submitted to the County Administrative Coordinator by December 1st of each year. This date may be extended by the County Administrative Coordinator but may not be extended beyond December 31st of each year without the authorization of the Human Resources Committee.
 - 2.3 If an employee believes that a performance review is needed and/or is past due, the employee should discuss the matter with their immediate supervisor or Department Manager.
 - 2.4 The County Administration Office will supply the necessary forms and it will be the Department Manager or designee's responsibility to complete the evaluation form and submit the original to the County Administrative Coordinator to be retained in the employee's personnel file. No copy will be returned to the Department.
 - 2.5 The County Administrative Coordinator will review the evaluations and discuss any concerns with the Department Manager.

Policy 508. PERFORMANCE EVALUATION

Effective Date: May 31, 2015

Revised Date: 1/23/2017, 11/9/2020

**Buffalo County
Employee Handbook**

3. Department Manager Evaluations:

3.1 At least at one (1) meeting during the year but no later than March 31st of each year, the Home Committee shall review goals and objectives of the department and discuss expectations with the Department Manager.

3.2 The County Administrative Coordinator shall coordinate with the Committee Chair to conduct evaluations on all Department Managers on an annual basis at one (1) of their regularly scheduled meeting but no later than November 30th of each year.

3.2 The Committee Chair and the Administrative Coordinator shall meet with the Department Manager to discuss any issues raised by the Home Committee and the County Administrative Coordinator and sign the evaluation form.

4. County Administrative Coordinator:

4.1 The County Administrative Coordinator evaluation will be completed annually by the members of the Committee of the Board.

5. Review with Employee:

5.1 All employee performance evaluation ratings shall be shared with the employee.

5.2 The evaluator and the employee as well as the County Administrative Coordinator must sign the evaluation forms. If the employee disagrees as to the validity or merit of the evaluation, the employee may request a meeting with the County Administrative Coordinator to attempt to resolve the problem.

5.3 The employee may also prepare a written response to the performance evaluation to be placed in his/her personnel file.

6. Filing and Deadline:

6.1 Department Managers shall complete the performance review form prior to the 12-month introductory period deadline or anniversary of hire date and return it to the County Administration Office within fourteen (14) days of the end of the introductory period or anniversary of hire date or date of completed evaluation. Failure to do so may result in disciplinary action against the responsible manager.

Policy 508. PERFORMANCE EVALUATION
Effective Date: May 31, 2015
Revised Date: 1/23/2017, 11/9/2020

Buffalo County
Employee Handbook

**BUFFALO COUNTY PERFORMANCE REVIEW
DEPARTMENT MANAGER**

EMPLOYEE NAME: _____ EMPLOYEE NO.: _____

DEPARTMENT/AGENCY: _____

POSITION TITLE: _____

ANNIVERSARY DATE: _____ REVIEW DUE DATE: _____

TYPE OF REVIEW: PROBATIONARY ANNUAL SEMI-ANNUAL

SPECIAL (please list reason) _____

Directions: Please read each criterion and the corresponding rating descriptions of Exceptional Exceeds Standards, Acceptable, Marginal, Not Acceptable.

Select the rating that best describes how the employee is performing in that criterion for this review period.

Average each area and write the point value that is assigned to the rating in the top point value column.

After completing all criteria, add up the point value column, enter that total and the average score in the space provided and check the appropriate rating line.

Note: Please feel free to use the rating ranges on a continuum, so that if you feel, for example, the employee is more appropriately rated between an average and above average, assign a point value between a 3 and 4.

Should you need extra space for any criterion add an extra page identifying the criterion, ex: Job Knowledge.

1. Committee Chair coordinates review with Administrative Coordinator & Committee.
2. Committee Chair and Administrative Coordinate reviews with the Department Manager, signs the Performance Review form and returns to the Administrative Office.

Job Knowledge: Consider the degree of understanding of the job and related functions, and the quickness with which the employee has developed an understanding of the functional tasks.

Initiative: Consider the degree to which the employee is self-starting and assumes responsibilities when specific directions are lacking. Consider whether the employee utilizes time efficiently. Consider how well the employee follows through on assignments, taking appropriate independent actions when necessary, and the relative amount of supervision required.

Planning and Organization: Consider the employee’s ability to prioritize and plan work and activities. Consider how well the employee sets effective goals and objectives.

Interpersonal Skills/Relations: Consider the employees ability to communicate well (orally, electronically, in written form) with peers, supervisors, and the public. Consider how the employee carries self in a public setting; takes pride in personal appearance and hygiene; assumes ownership and responsibility for his/her actions and behaviors.

STRONGER ←				→ WEAKER	Point Value
4	3	2	1		
<p>Excellent understanding of job & demonstrates complete mastery of phases of job and related functions. Learns & implements new techniques quickly. Well informed. Exceptionally self-reliant. Completely follows through on assignments without being asked. Budgets time for maximum efficiency daily. Exceeds at prioritizing and planning work. Sets challenging, specific, achievable goals and objectives. Displays superior communication and interpersonal skills. Takes the utmost pride in personal care of self; is very professional in attitude, dress and demeanor. Displays courteous mannerisms towards others. Takes responsibility for his/her actions and behaviors. Pays attention to others and provides positive feedback when needed. Has commendable attitude. Behavior and attitude creates a climate of mutual trust, respect, and responsiveness to and from others</p>	<p>Understands job and most related functions. Can answer most questions. Able to learn with little difficulty Follows through on most assignments independently. Gets the work done on schedule. Usually manages time efficiently. Accepts assigned work without complaint. Generally, prioritizes and plans well. Usually able to set realistic, measurable goal. Displays communication skills which meet the minimum requirements of the position. Has reasonable standards of personal care for self and belongings in the work setting. Stays neutral on most subjects and does not cause disruption in the workplace. Has generally good quality attitude.</p>	<p>Lacks knowledge of some phases of job and related functions. Has trouble in grasping new ideas. Has problems completing assignments without supervision. Seldom acts independently. Requires watching and is easily distracted from his/her work. Rarely shows interest or willingness to keep busy. Has problems prioritizing and planning. Has difficulty setting realistic goals. Work is not always well organized. Does not always communicate effectively and may occasionally display inappropriate behaviors towards others. Has difficulty keeping harmony in his/her working environment. Attitude somewhat deficient regarding interpersonal skills needed for this position. Needs Improvement</p>	<p>Poor understanding of job. Fails to respond to new ideas, methods, and procedures. Requires close supervision. Wastes time. Waits to be told what to do. Does not plan work or priorities satisfactorily. Unable to set goals. Work is disorganized. Does not meet the minimum requirements of communication or interpersonal skills for this position. Consistently has trouble getting along with co-workers and has little respect in mannerisms for self and/or working environment. Does not remain objective; Attitude can be extremely poor. Needs Improvement immediately</p>		

<p>Reviewer Comments:</p> <p>Understanding of job and related functions: _____</p> <p>Assumes responsibilities when directions are lacking: _____</p> <p>Department Manager utilization of time: _____</p> <p>Follow through on assignments: _____</p> <p>Ability to prioritize and plan work and activities: _____</p> <p>Ability to set goals and objectives: _____</p> <p>Ability to communicate with employees, peers and public _____</p> <p>Public engagement & ownership for his/her Actions _____</p> <p>Employee Comments:</p>	<p>Point Value</p>
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Quantity and Quality of Work: Consider the accuracy, thoroughness and volume of work produced and the consistency of output and speed.

Dependability (Responsibility, Attendance, and Punctuality): Consider the employee’s ability to meet deadlines and accept the responsibilities of the job. Consider the employee’s attendance and punctuality

STRONGER ←-----→ WEAKER				Point Value
4	3	2	1	
<p>Produces consistently high volumes of work. Extremely productive and fast. Far exceeds department needs. Work is exceptionally high quality. Employee finds own errors and corrects them. Seldom makes errors. Very conscientious. Always assumes responsibility for actions and outcomes. Always punctual and rarely absent. Reasons are acceptable.</p>	<p>Produces satisfactory volume of work to meet departmental needs. Work meets acceptable standards. Makes only occasional errors Accepts responsibility for actions and outcomes. Attendance and punctuality within acceptable departmental limits.</p>	<p>Volume is generally below what is expected to meet departmental needs. Usually spends more time than is necessary to complete work. Does minimally acceptable work. Accuracy of final product often needs revision or correction. Sometimes unable to meet normal work demands. Occasionally unwilling to accept responsibility for actions and outcomes. Often absent or late. Needs Improvement</p>	<p>Does not produce work at a volume to satisfy departmental needs. Work consistently contains inaccuracies and mistakes. Unable to meet work demands. Evades responsibility. Unacceptable number of absences. Frequently late. Needs Improvement immediately</p>	
<p>Reviewer Comments:</p>				
				Point Value
<p>Accuracy, thoroughness and volume of work:</p>				_____
<p>Ability to meet deadlines & accept responsibilities of position</p>				_____
<p>Attendance and punctuality</p>				_____
<p>Employee Comments:</p>				

Problem Solving: Consider the employee’s ability to identify, analyze, and address problems in the performance of job duties. Consider the effectiveness of the solutions.

Judgment/Decision Making: Consider the employee’s willingness and ability to make decisions, and the accuracy and soundness of the employee’s judgment. Consider the timeliness of the employee’s decisions and whether the employee involves the appropriate people in decision processes.

STRONGER ←-----→ WEAKER				Point Value
4	3	2	1	
<p>Excels in immediately identifying, analyzing, and effectively solving problems in their early stages. Exceptionally adept in developing several effective solutions. Confidently makes decisions on very challenging matters. Displays superior judgment & confidence in own decision-making skills. Involves appropriate people in the process. Often makes decisions even under tight time frames</p>	<p>Identifies most problems within appropriate time frames. Usually develops alternative solutions. Resolves most problems before they grow into large issues. Makes confident decisions in most areas of job. Decisions generally accurate and sound. Includes appropriate people in most matters. Makes decisions in a timely manner.</p>	<p>Often late in identifying problem situations. Analyses are not always thorough. Often unable to develop effective solutions in a timely manner. Often requires assistance in making decisions. Frequently makes decisions that are not well thought out. Often leaves appropriate people out of process. Often takes longer than acceptable to reach a decision. Needs Improvement</p>	<p>Unable to identify problems in a timely manner. Analyzation skills are weak. Solutions often cause more problems than they solve. Cannot make independent decisions. Lack of judgment often results in problem situations. Does not include appropriate people in process. Takes unacceptable length of time to make decisions Needs Improvement immediately</p>	

Reviewer Comments:	
	Point Value
Ability to identify, analyze and address problems:	_____
Ability to make decisions & soundness of employee's judgment:	_____
Ability to involve stakeholders in decision processes:	_____
Employee Comments:	

Safety: Consider the employees' demonstration to a commitment of safety by following safety rules and guidelines; follows good housekeeping practices, takes proper care of equipment. Meets requirements of 100% participation in safety training & 100% safety actions completed.

Equipment and/or Uniform Care: (IF APPLICABLE) Consider the employee's ability to maintain and care for equipment, vehicles, uniforms, and other work-related items assigned to their care.

STRONGER ←			→ WEAKER	Point Value
4	3	2	1	
Exceptionally compliant in all safety rules and guidelines. Encourages fellow employees to follow safety guidelines. Maintains exceptional housekeeping habits. Demonstrates capability to handle situations when an emergency may arise. Uniform, equipment, vehicle always kept in high-quality working order... Shows proactive diligence for the upkeep of maintenance of vehicle/articles assigned to his/her care. Displays pride & integrity in self & county when wearing uniform or using county property in an expected professional manner; Assures responsibility for vehicle and equipment in his/her possession.	Compliant in all safety rules and guidelines. Maintains housekeeping habits. Uniform, equipment, vehicle kept in serviceable condition. Policy and procedure followed. Displays uniform and vehicle/articles assigned to his/her care as part of regular job duties	Occasionally compliant in all safety rules and guidelines. Housekeeping habits need improvement. Review of Safety Handbook for familiarity. Uniform, equipment, vehicle occasionally in need of service and or reminder of maintenance or repair. Policies and procedures may be stretched at times; uniform and vehicle/articles assigned to his/her care require extra attention due to lack of responsibility to either self or county owned property Needs Improvement	Poor judgment of safety guidelines resulting in injury or damage to equipment. Uniform, equipment, vehicle policy and procedures not being followed to minimum acceptable standards. Proper care of items in his/her possession require maintenance or repair. Uniform, equipment, vehicle kept in poor condition; shows lack of pride in self and department Needs Improvement immediately	

Reviewer Comments:	
	Point Value
Housekeeping Practice Related to Safety:	_____
Ability to Maintain and Care for Equipment:	_____
Encourages others to follow safety rules:	_____
Employee Comments:	

Organizational Leadership: Consider how well the department head leads the development of a shared vision and implementation of a strategic plan for the County that focuses on continued improvement. Consider how the individual manages physical, financial, and human resources efficiently and effectively in the operation of the County. Consider how they establish and facilitate clear decision-making processes and their ability to delegate effectively. Consider how the employee demonstrates their organizational skills to successfully carry out the responsibilities of their department head position.

<p style="text-align: center;"> STRONGER ← → WEAKER </p> <p style="text-align: center;"> 4 3 2 1 </p>				Point Value
<p>Exhibits a high degree of confidence in self and others. Inspires respect and trust of others. Provides strong leadership, even in highly stressful or crisis situations when action is needed. Motivates others to perform their best.</p>	<p>Exhibits appropriate level of confidence in self and others. Inspires appropriate level of respect and trust of others. Reacts well in stressful situations and shows ability to assume leadership role. Influences others to perform better.</p>	<p>Does not always display confidence in self and others. Actions occasionally do not inspire trust or respect of others. Sometimes reacts poorly in pressure situations and displays reluctance to assume a leadership role. Does not adequately motivate others to perform better. Needs Improvement</p>	<p>Fails to exhibit confidence in self and others. Does not inspire trust or respect of others. Reacts poorly in pressure situations. Does not assume leadership role. Unable to motivate others to perform better. Needs Improvement immediately</p>	

Reviewer Comments:

	Point Value
<p>Leads the development of a shared vision and implementation of a strategic plan for the County that focuses on continued improvement – respect for others:</p>	_____
<p>Manages physical, financial and human resources efficiently and effectively in the operation of the County – influences others to perform better:</p>	_____
<p>Ability to delegate effectively – confidence in self and others:</p>	_____
<p>Demonstrates organization skills to successfully carry out the responsibilities of the position – react to stressful or crisis situations:</p>	_____

Employee Comments:

Human and Interpersonal Leadership: Consider the employee's ability to work with others to ensure an environment that is safe for all and respectful of the community's diversity. Communication supports and cooperation with others in order to achieve objectives and goals. Consider how the employee maintains courteous and respectful interactions with others and is responsive to the problems and concerns of others. Consider how the individual handles conflict effectively focusing on a win/win negotiation. And exhibits a willingness to compromise.

Political and Community Leadership: Consider the employee's ability to articulate the vision, mission and priorities of the County to the community and media and builds community support for County priorities and programs. Consider how the employee appropriately involves community members and organizations in County matters that affect them. Consider how the department head understands and acts in accordance with legal requirements.

STRONGER ←-----→ WEAKER				Point Value
4	3	2	1	
Excels at providing clear direction and gains compliance quickly. Maximizes staff member's participation and takes full responsibility for their activities. Provides valuable performance feedback and tries to develop staff members' skills for greater responsibilities.	Provides direction and is usually able to gain compliance. Includes staff members in most planning and takes responsibility for their activities. Provides performance feedback. Provides help to staff in developing their skills.	Sometimes does not provide clear direction. Has trouble gaining compliance. Does not always include staff members in planning. Assumes insufficient responsibility for staff members' activities. Inconsistent about providing feedback. Spends minimal time developing staff's skills. Needs Improvement	Provides unclear direction. Does not gain compliance. Does not sufficiently include staff members in planning. Evades responsibility for staff members' actions. Does not provide useful feedback. Makes little effort to encourage employee growth. Needs Improvement immediately	
Reviewer Comments:				
			Point Value	
Works with others to ensure an environment that is safe for all and respectful of the community's diversity:			_____	
Communicates, supports and cooperates with others in order to achieve objectives and goals:			_____	
Maintains courteous and respectful interactions with others:			_____	
Is responsive to the problems and concerns of others:			_____	
Handles conflict effectively focusing on win/win negotiations. Exhibits a willingness to compromise:			_____	
Articulates the vision, mission and priorities of the County to Community and media and build community support for county Priority and programs:			_____	
Appropriately involves community members and organizations in County matters that affect them:			_____	
Understands and acts in accordance with legal requirements:			_____	
Employee Comments:				

Relationship with the Board of Supervisors / Standing Committee/Administration Office: Consider the department heads ability maintain effective communication with the Administration Office and board members; respective board members concerns. Consider the individual's ability to maintain confidentiality with respect to sensitive issues and keeps the board informed and abreast of current issues. Consider the individual's ability to effectively carry out board mandates and ability to keep the board informed regarding board polices, legal issues and other critical matters.

STRONGER ←	4	3	2	1	→ WEAKER	Point Value
Clearly communicates ideas, challenges and solutions. Timely carries out the directives and goals established. Regularly attends Department Manager meeting and participates in feedback. Show high degree of respect for all.	Adequately communicates ideas, challenges and solutions. Adequately carries out the directives and goals established. Adequately attends Department Manager meetings. Shows adequate degree of respect for all.	Does not always communicate ideas, challenges and solutions. Does not always timely carry out the directives and goals established. Rarely attends Department Manager meetings or provide input. Does not always show respect for all. Needs Improvement	Does not always communicate ideas, challenges and solutions. Does not always timely carry out the directives and goals established. Rarely attends Department Manager meetings or provide input. Does not always show respect for all. Needs Improvement	Fails to communicate ideas, challenges and solutions. Fails to carry out the directives and goals established. Fails to attend Department Manager meetings. Shows disrespect. Needs Improvement immediately		

Reviewer Comments:

	Point Value
Maintains effective communication with board members:	_____
Respects board members concerns:	_____
Maintains confidentiality with respect to sensitive issues:	_____
Keeps the board and committee informed and abreast of current issues:	_____
Effectively carries out board mandates:	_____
Keeps the board informed regarding board policies, legal issues and other critical matters:	_____
Maintains effective communication with Administration Office on personnel matters, legal issues, fiscal matters, policies and other critical matters:	_____
Attends Department Manager Meetings:	_____

Employee Comments:

Goals accomplished since last review and if not identify the reason goal was not accomplished.

Goals to be completed for the next review.

Attach additional sheets if necessary, for the following 3 areas:

1. Additional general goals not covered elsewhere set to work on/accomplish before next review:
2. Supervisor Comments
3. Employee Comments

Rating _____ 4.0 Exceptional/Exceeds Standards _____ 3.00 – 3.99 Acceptable _____ 2 - 2.99 Marginal; needs improvement _____ Below 2.0 Not Acceptable; needs immediate improvement	Total Points _____ ÷ # of categories rated = Avg Score _____
Recommend Step Increase (Average score must be 3 or higher): _____ Yes _____ No _____ N/A	

SIGNATURES

Supervisor _____

DATE: _____

Supervisor _____

DATE: _____

COUNTY ADMINISTRATIVE COORDINATOR: _____ DATE: _____

I acknowledge that I have receive a copy of this form and have discussed its contents with the evaluator(s) and the County Administrative Coordinator.

Employee: _____

DATE: _____

Employee's signature only acknowledges that the employee has received and read this performance review and does not necessarily imply that the employee agrees with the review.

EMPLOYEE NAME: _____ DATE: _____

Starting date in position: ____/____/____ Date of last evaluation: ____/____/____

Buffalo County is committed to maintaining document performance standards and expectations for all positions within the organization and for providing employees with consistent feedback about performance and position responsibilities.

This self-evaluation is intended to help employee objectively reflect on their performance and work situation over the evaluation period and to be prepared to participate actively in the evaluation conversation with their supervisor. It provides the supervisor with valuable information about employee performance, needs and concerns from the employee's perspective. Employee answers are an annual opportunity for input into what changes could be considered for the good of the department and the County.

1. Since your last evaluation, what job-related accomplishments are you most proud of? And why?

2. Which of your responsibilities did you perform best or improve in the most? What contributed to this?

3. Which of your responsibilities could you have performed better? What affected your performance?

4. What courses, training, or experience most benefited you since your last evaluation?

5. In what areas could you have used more experience or training?

6. What assistance, tools, or resources could help you be more effective in your position?

7. What suggestions, ideas, or concerns do you have for yourself or for the department?

8. What skills do you have that are being underutilized that you would like to use more?

9. What are you most proud of concerning your goals for the past period? What contributed to your success in achieving that goal or goals? If any/all goals were not achieved, what obstacles prevented your success?

10. What goals would you like to achieve in the coming year? How do those goals add value to the work of the department and the County?

Other topics related to your position that you would like to discuss an/or additional comments: