

RESOLUTION NO. 2859

A RESOLUTION AMENDING RESOLUTION #2840 AMENDING GRAND COUNTY EMPLOYMENT POLICIES & PROCEDURES MANUAL REGARDING SECTION VII – COMPENSATION – ALL EMPLOYEES ESTABLISHING PAY FOR PERFORMANCE AND EMPLOYEE APPRAISAL POLICY GUIDELINES AND PROCEDURES AND AMENDING GRAND COUNTY EMPLOYMENT POLICIES & PROCEDURES SECTION VI, EMPLOYMENT STATUS – ALL EMPLOYEES REGARDING THE EMPLOYEE PROBATIONARY PERIOD

WHEREAS, the County Council met on March 18th, 2008 and voted unanimously to establish the Pay for Performance Program as Grand County's compensation system to reward employees for performance and;

WHEREAS, a Pay for Performance Committee met with the purpose of creating guidelines and procedures for the Pay for Performance program and;

WHEREAS, the Pay for Performance Committee recommended Grand County Policy be amended regarding the probationary period for employees;

NOW THEREFORE, be it resolved by the Grand County Council to approve and enact policies, guidelines and procedures pertaining to Pay for Performance, employee performance appraisal and the employee probationary period. The proposed Grand County Pay for Performance and Employee Performance Appraisal Policy are contained in Exhibit A, which is attached to and made a part of this resolution and will be inserted into Section VII Compensation – All Employees. The proposed amendment regarding the employee probationary period is contained in Exhibit B, which is attached and made part of this resolution and will be inserted into Section VI Employment Status – All Employees.

APPROVED this 16th day of December, 2008, by the following vote:

AYE Ciarus, Langianese, Lewis, Graham, McNeely, Greenberg, Holyoak

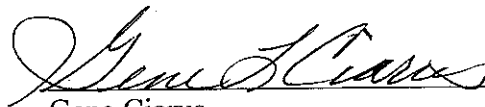
NAY _____

ABSENT _____

ATTEST:



Diana Carroll
Grand County Clerk



Gene Ciarus
Grand County Council Chairman

Resolution No. 2859 Approved 12/16/2008

EXHIBIT A

Resolution No. 2859 Approved 12/12/08

Grand County Pay for Performance and Employee Performance Appraisal Policy

Objective

To establish a performance appraisal and pay plan system that provides an opportunity for Grand County employees to move through their salary grade based on providing high quality service and outstanding performance to the County.

Guidelines/Procedures

All employees will be evaluated annually using the Employee or Supervisor Performance Standard evaluation form within 30 days of the date of the anniversary of their original hire date. Employees will complete an Individual Development Plan on this anniversary date each year and enter the Pay for Performance Program. Employees can not be eligible for more than a one (1) step increase in any year and all performance increases are subject to availability of funds.

Performance Increases

Employees who satisfy the following criteria are eligible to be considered for a one step performance increase every four (4) years on the anniversary of their original hire date:

- Completed and met their goals outlined in Individual Development Plans created in collaboration with their supervisor for the previous four performance year periods which were submitted to the Human Resource Director for placement in the employees personnel file; and
- had their performance evaluated and in those evaluations received a rating of "fully achieved" for all performance standards. An employee with an evaluation of less than "fully achieved" ratings, disciplinary documentation or a corrective action plan in their personnel file that is not resolved with follow up documentation by the supervisor and the Human Resource Director during any year is not eligible for a performance increase.

Employees can also be eligible for one step exemplary performance increases based on criteria and documentation that demonstrates exemplary performance.

- In addition to satisfying the above criteria, the employee must have performance ratings of "Consistently Exceeds" (the highest rating possible) in 50% of areas of performance contained within the Employee Performance Standards or Supervisor Performance Standards forms for their last two years of performance.
- Employees are eligible to be considered for an exemplary performance increase on the second anniversary of their hire date and annually thereafter.
- After receiving a performance increase for exemplary performance an employee must wait two years before they can be eligible again.

For purposes of initial implementation, employees with a hire date in an odd year will be eligible for an increase on the anniversary of their original hire date in 2010; employees with a hire date in an even year will be eligible for an increase in 2011. This policy shall be effective January 1, 2009.

Evaluations

For purposes of annual evaluations, the employee's original hire date is the anniversary date. It is the responsibility of department heads and elected officials in collaboration with the Human Resources Director to track anniversary dates, perform evaluations, and participate in the preparation of Individual Development Plans for employees consistent with the department/office and overall County strategic plans and goals.

Employee evaluations shall be performed on or within 30 days of their anniversary date. The performance tools used shall be the current Grand County evaluation forms.

Performance Review Committee and Performance Criteria

Recommendations for all performance increases shall be submitted to the Human Resource Director. The Human Resource Director shall forward performance increase recommendations to the Performance Review Committee. The Performance Review committee members shall include the Human Resource Director, Council Administrator, three (3) Department Heads, and two (2) Elected Officials, excluding County Council members. The committee will review and evaluate documentation submitted by supervisors for recommended performance increases. The committee members shall rotate annually so that all department heads and elected officials participate as committee members. The Human Resource Director shall assign committee members annually on a rotating schedule. Department heads/ elected officials shall not participate as a voting member when the committee evaluates documentation for a performance increase regarding an employee in their department or office.

Department heads/elected officials shall recommend an employee for a performance increase based on the employee meeting the eligibility requirements as outlined within this policy and shall do so within 45 days following the employee's anniversary date and evaluation. The committee will review documentation provided by the department head/elected official that substantiates the performance which shall include the Individual Development Plans prepared prior to the evaluation period, and the employee's annual evaluation. In order to be considered for an exemplary performance increase the application must also include documentation established throughout the evaluation period that verifies the following:

- Performance consistently exceeding the standard requirements that is relevant and directly related to the job position.
- Performance that is measurable in terms of time required and output.
- Education and certification received that is above and beyond the standard requirements for the job position.
- Special circumstances or events not usual or predictable that required performance above and beyond essential job duties.

The committee shall meet quarterly on the last day of the quarter or as near to the last day that falls on a working day to review documentation regarding recommendations for performance increases submitted during that quarter. The committee will notify the supervisor or elected official of the determination and either recommend the increase be granted or deny the increase and provide the supervisor/elected official and Human Resource Director with documentation of the Committee's decision. The supervisor or elected official may appeal the Performance Review Committees decision to deny a performance increase within 10 days of the decision to the Human Resource Director. The Human Resource Director will appoint a 3 member Appeals Committee of supervisors or elected officials not currently serving on the Performance Review Committee. The Appeals

Committee will meet with the supervisor/elected official to hear the appeal and review documentation and make a decision to support or recommend a change to the Performance Review Committee's decision.

The Human Resource Director will prepare a personnel action form documenting any compensation changes approved by the committee and submit to the supervisor/elected official for signature.

The Human Resource Director in collaboration with the Council Administrator, department heads and elected officials shall conduct an evaluation at least annually of the effectiveness of the Pay for Performance program and recommend to the Council for approval any changes to the policy, guidelines and procedures as necessary.

EXHIBIT B

Section VI – Employment Status – All Employees

F. Probationary Period

Final appointment to all full or part-time positions, including full or part-time grant positions, is contingent upon satisfactory completion by the employee of a twelve (12) month probationary period.

In addition, employees who change positions, in either the same or another department, within the County, must complete a twelve (12) month probationary period in the new position.

During the probationary period, the appropriate elected official, department head, or supervisor shall monitor the employee and review any areas of concern that arise.

An employee may be terminated at any time without cause during the probationary period.

A probationary employee working in a position that is entitled to receive vacation and sick benefits will accrue vacation time and sick leave during the probationary period. Employees who quit or are terminated during the probationary period will only be paid for accrued vacation time, and not for accrued sick time.

Emergency, temporary, and seasonal employees are considered “at-will” and may be terminated at any time and without cause.