

**Personnel and Salary Committee
Tentative Minutes
July 11, 2023**

1. Call Meeting to Order: Chairwoman Heuer called the meeting to order at 9:00 a.m. Present: Corbitt, Huber, Kenney, Larson, Reeverts, Simms and Heuer. Others present: Finfrock, Director of Court Services Cindy Bergstrom, County Clerk and Recorder Laura Cook, Circuit Clerk Kim Stahl, HR Director Amanda Jacinto, County Engineer Jeremy Ciesiel and Lloyd Droege. Absent: None.
2. Approval of Minutes – June 13, 2023 - Motion by Corbitt to approve the minutes as presented, 2nd by Larson. Kenney abstains as he was not present. Motion carried.
3. Public Comment: Chairman Finfrock stated the Historical Society is looking for information from Townships to be included in the next Ogle County History book. Please contact Kris Gilbert for information.
4. New Business:
 - HR Director: HR Director Amanda Jacinto gave a brief update on the HRIS training with ADP. They are working on four modules and they are on target.
 - Hiring and Payroll Adjustments:
 - Heuer updated the committee on communications received regarding new hires and salary changes from various county departments.
 - Ordinance – Public Defender and Sheriff: County Clerk Cook stated since this procedure is new and the documentation comes from the Department of Revenue, she has asked the Chairman to sign a letter stating the county agrees to pay the recommended salary for reimbursement for the Public Defender and Sheriff. Heuer stated the recommended salary for the Public Defender is \$177,692.80 and the Sheriff is \$157,949.15 which will begin July 1, 2023. There was discussion about how to budget for this in the future.
 - Compensation Changes: Heuer stated there will be a retirement in Animal Control as of January 5, 2024. There was discussion about FLSA Compliance research needed. Corbitt asked for clarification. HR Director Amanda Jacinto stated there is a question of comp time earned on weekend calls and if the pay is appropriate.
 - Job Performance Review: Jacinto presented the committee with the Employee Appraisal Form to use for merit increases. This is a working document comprised of other forms being currently used by different departments. Motion by Kenney to move the document to the Executive Committee and full County Board for approval, 2nd by Reeverts. Motion carried.
5. Old Business: None.
6. Closed Session: None.
7. Adjournment: With no further business, Chairwoman Heuer adjourned. Time: 9:53 a.m.

Respectfully submitted,
Laura J. Cook
Ogle County Clerk and Recorder

EMPLOYEE PERFORMANCE APPRAISAL FORM
OGLE COUNTY

NAME: _____

Date: _____

JOB TITLE: _____

APPRAISAL TYPE: Annual _____ Probationary _____ Self-Evaluation _____

Instructions:

Please carefully review the employee's performance during the past appraisal period and select the description that best describes the employee's overall performance. Please provide supporting comments and examples for each performance area. This appraisal focuses on factors, which determine quality of the overall performance, and indicates areas, which may require further training and professional development.

5 = Outstanding, far exceeds standard

4 = High performance, consistently exceeds standard

3 = Average

2 = Usually below standard, needs improvement

1 = Unacceptable, consistently below standard, must improve

JOB KNOWLEDGE: The employee's understanding of his/her specific job responsibilities and general goals of the agency.

____ **Exceeds Expectations:** Demonstrates deep knowledge of the professional field and understands the most complex aspects of the job responsibilities.

____ **Above Expectations:** Demonstrates solid working knowledge of the professional area and is capable of handling complex projects.

____ **Meets Expectations:** Demonstrates sufficient knowledge of the professional area and performs job responsibilities well.

____ **Improvement Needed:** Lacks knowledge in several basic elements of the job. Requires frequent instruction in areas of fundamental knowledge.

____ **Unsatisfactory:** Performance is consistently below the expected level. Despite a reasonable period of orientation, and/or instruction, job knowledge remains at an unacceptably low level.

Comments or Performance examples: _____

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QUALITY OF WORK: The accuracy and thoroughness with which the employee performs tasks.

____ **Exceeds Expectations:** The accuracy and thoroughness with which the employee performs tasks.

____ **Above Expectations:** Almost always produces work that is of the highest quality and accuracy.

____ **Meets Expectations:** Typically produces quality work with occasional errors.

____ **Improvement Needed:** Attention needed to producing work that is more thorough and accurate.

____ **Unsatisfactory:** Performance is consistently below the expected level. Disorganized and usually unprepared.

Comments or Performance examples: _____

COMMUNICATION: Effectively conveys and receives ideas, information and directions; listens effectively; demonstrates good verbal and written communication. Shares appropriate information with coworkers and management.

____ **Exceeds Expectations:** Excellent oral and written communication skills. An active listener who has a sound sense of when to share important information and with who to share it with.

____ **Above Expectations:** Demonstrates above average oral and written communication skills.

____ **Meets Expectations:** Demonstrates solid communication skills but may need occasional training to sharpen certain areas.

____ **Improvement Needed:** Performance is consistently below the expected level. Communication skills are extremely poor.

____ **Unsatisfactory:** Performance is consistently below the expected level. Disorganized and usually unprepared.

Comments or Performance examples: _____

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DEPENDABILITY / INITIATIVE: Demonstrates independent action and resourcefulness on the job; Performs duties in an acceptable manner with minimal supervision.

- _____ **Exceeds Expectations:** Constantly exhibits independent action and resourcefulness. Exercises outstanding judgment on knowing when to seek guidance from supervisor. A highly motivated employee.
- _____ **Above Expectations:** Frequently exhibits independent action and resourcefulness. Exercises good judgment on knowing when to seek guidance from supervisor.
- _____ **Meets Expectations:** Dependable employee. Generally, demonstrates independent action with minimal supervision.
- _____ **Improvement Needed:** More independent action is needed. Requires more than normal supervisory guidance in normal, job-related decisions.
- _____ **Unsatisfactory:** Performance is consistently below the expected level. Requires constant supervision at all times.

Comments or Performance examples:

RELATIONS WITH OTHERS: Consider employee's ability to maintain a positive and harmonious attitude in the work environment.

- _____ **Exceeds Expectations:** Successfully works with others to achieve desired results. Always able to prevent, resolve conflicts. Is very open-minded and flexible. Very respectful towards co-workers.
- _____ **Above Expectations:** Always maintain a positive attitude in the work environment. Always willing to help.
- _____ **Meets Expectations:** Employee typically contributes to team projects and has a positive working relationship with co-workers.
- _____ **Improvement Needed:** Often disagreeable in cooperating with co-workers and fails to get along with others.
- _____ **Unsatisfactory:** Performance is consistently below the expected level. Uncooperative.

Comments or Performance examples:

ATTENDANCE: Consistently is on time and ready to work at the start of shift and after breaks; requires no start-up time; always provides proper notification or advance notice for absence or tardiness.

- _____ **Exceeds Expectations:** Consistently is on time and always provides proper notification or advance notice for absence or tardiness. Never requires any start-up time.
- _____ **Above Expectations:** Occasionally early and usually prepared to work at prescribed time. Rarely absent.
- _____ **Meets Expectations:** Attendance record satisfactory. General on time. Works well without prodding.
- _____ **Improvement Needed:** Employee attendance record is unstable.
- _____ **Unsatisfactory:** Performance is consistently below the expected level. Seldom on time. Absent often.

Comments or Performance examples:

PRODUCTIVITY / RELIABILITY: Maintains fair workload; takes on additional responsibilities as needed; manages priorities and follow work procedures; completes assignments on time and with accuracy.

- _____ **Exceeds Expectations:** Reliability never in question. Work assignments always completed with the highest level of accuracy and ahead of deadline.
- _____ **Above Expectations:** Very reliable. Work always performed accurately and on time.
- _____ **Meets Expectations:** Reliable employee. Work assignments typically completed accurately and in a timely fashion.
- _____ **Improvement Needed:** Work deadlines frequently missed and assignments tend to have a high level of inaccuracies.
- _____ **Unsatisfactory:** Performances in consistently below the expected level. Resists assignments and requires constant direction.

Comments or Performance examples:

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PROFESSIONALISM: Displays the behavior, demeanor and appearance generally associated with the assigned position.

- ____ **Exceeds Expectations:** Consistently demonstrates a superior level of professional behavior, attitude and appearance. Has achieved certification(s) available for position. Maintains superior personal standards and strict confidentiality. Exercises self-control.
- ____ **Above Expectations:** Consistently demonstrates an above-average level of professional behavior, demeanor and appearance.
- ____ **Meets Expectations:** Consistently demonstrates good professional behavior, demeanor and appearance. Participates effectively in job skills training opportunities as offered by the agency. Maintains confidentiality.
- ____ **Improvement Needed:** Needs to make more serious effort to demonstrate professional behavior appropriate to the position.
- ____ **Unsatisfactory:** Performances in consistently below the expected level.

Comments or Performance examples:

I. **Performance Plan:** Identify specific actions/behaviors the employee needs to initiate, cease and/or continue in the upcoming performance period. Attach any additional pages, if necessary.

II. **Development Plans:** Identify specific work assignments and topics for training designed to increase individual's effectiveness on present job and prepare for future job assignments. Attach any additional pages, if necessary.

III. **Goals for Year:** Identify specific performance goals for year. Attach any additional pages, if necessary.

Overall Employee Rating:

____ 5 Exceeds Expectations ____ 4 Above Expectations ____ 3 Meets Expectations ____ 2 Improvement Needed ____ 1 Unsatisfactory

Overall comments including any necessary corrective action:

Date discussed with employee: _____

Evaluator's Signature

Employee Comments: Enter below any comments you wish to make about your appraisal or the objectives for the upcoming year. Attached additional page, if needed.

I have reviewed the above evaluation and discussed it with my supervisor. My signature below shall not be construed to mean either agreement or disagreement with the evaluation but rather my acknowledgement that the evaluation has been seen by me.

Employee Signature

Date

Department Head Signature

Date