



CLERK

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Board of Commissioners

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Jeffrey Dontz

VICE-CHAIRPERSON

Karen Goodman

Margaret Batzer

Eric Gustad

Nikki Koons

Janice McCraner

Richard Schmidt

POLICY COMMITTEE

Friday, May 26, 2023
2:30 P. M.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

MINUTES

Members Present: Margaret Batzer and Karen Goodman, Chairperson

Members Absent: Nikki Koons

Others Present: Karen Feliczak, 19th Circuit Court Administrator; Corbin Nickelson, Deputy Register of Deeds, Loren Van Alstine, Chief Deputy Register of Deeds, Julie Griffis, HR Generalist; Melissa Bjorkquist, Chief Deputy County Clerk

The meeting was called to Order at 2:30 p.m.

NOTE – Items requiring Board Action are indicated in BOLD

PUBLIC COMMENT

None.

NEW BUSINESS

The proposed Performance Appraisal Form was reviewed by the committee. (APPENDIX A) Julie Griffis met with 5 department heads and is gathering great feedback on the proposed form. She plans to meet with every department head. She has a meeting scheduled with Judge Thompson and the Court Administrator at the end of June to go over the Performance Appraisal Form. She is hoping to have a final draft for the August Policy Committee Meeting and roll it out in October.

Commissioner Batzer recommended a section on interacting with the public and professionalism which could be part of customer service.

There was discussion regarding dress and attire of county employees.

There was discussion regarding the employee appeal process and how that will work if an employee does not agree with the employee performance appraisal.

There will need to be a policy on if an employee is at the top of pay scale and how they would receive merit pay. Merit pay will be in addition to COLA (Cost of Living Adjustment). The percentage would be allocated to each pay grade.

OLD BUSINESS

None.

OTHER ITEMS FROM COMMITTEE MEMBERS

None.

The meeting was adjourned at the Call of the Chair at 3:00 p.m.

ABSENT

Nikki Koons

Karen Goodman, Chairperson

Margaret Batzer



Employee Performance Appraisal Form

Employee Name:		Position:	
Supervisor:		Department:	
Hire Date:		Position Date:	
Appraisal Period:		Date Delivered:	

INSTRUCTIONS: In completing this appraisal, the following sequence should be followed:

- Review the attached Job Description. Notify Human Resources of any changes/additions to the Job Description.
- Complete the following pages by checking the appropriate ratings, providing supporting comments, and indicating the overall rating.
- After review noted above, the appraisal will be returned for discussion with the employee. The current Job Description will also be included. Have the employee sign and date the Job Description.
- Once you discuss the appraisal with the employee and obtain their signature, sign and return the Performance Appraisal and the Job Description to Human Resources for placement in their personnel file.

JOB KNOWLEDGE

Knowledge of services, policies and procedures, techniques, skills, equipment, and materials

Has in-depth grasp of all phases of job; very well informed; a "go-to" person for others.	5 <input type="checkbox"/>
Has thorough grasp of most phases of job; seldom requires assistance and instruction beyond consultation.	4 <input type="checkbox"/>
Satisfactory job knowledge; understands and performs most phases of job well; occasionally requires assistance or instruction beyond expected consultation.	3 <input type="checkbox"/>
Limited knowledge of job, further training required, frequently requires assistance or instruction beyond expected consultation.	2 <input type="checkbox"/>
Lacks knowledge to perform job properly.	1 <input type="checkbox"/>

QUALITY OF WORK

Freedom from errors and mistakes. Accuracy, quality of work in general

Outstanding quality with consistent accuracy and attention to detail.	5 <input type="checkbox"/>
Quality very satisfactory, usually produces error free work.	4 <input type="checkbox"/>
Quality average; often accurate.	3 <input type="checkbox"/>
Room for improvement, frequent errors, work requires checking & re-doing.	2 <input type="checkbox"/>
Excessive errors and mistakes, very poor quality.	1 <input type="checkbox"/>

QUANTITY OF WORK

Work output of the employee

Consistently does more than is expected or required; consistently exceeds agency expectations for productivity; consistently produces more than most.	5 <input type="checkbox"/>
Routinely does more than is expected or required; often exceeds agency expectations for productivity; often produces more than is expected.	4 <input type="checkbox"/>



Employee Performance Appraisal Form

Handles a satisfactory volume of work; consistently meets agency expectations for productivity; occasionally does more than is required.	3 <input type="checkbox"/>
Minimally acceptable, low output, below average.	2 <input type="checkbox"/>
Extremely low output; not acceptable.	1 <input type="checkbox"/>

RELIABILITY

The extent to which the employee can be depended upon to be available for work, do it properly, and complete it on time...The degree to which the employee is reliable, trustworthy, and persistent

Highly reliable, always gets the job done on time.	5 <input type="checkbox"/>
Very reliable, consistently gets the job done on time, communicates timely when deadlines may be missed.	4 <input type="checkbox"/>
Reliable; often gets the job done on time and communicates timely when deadlines may be missed.	3 <input type="checkbox"/>
Minimally reliable; seldom gets the job done on time and seldom communicates timely when deadlines may be missed.	2 <input type="checkbox"/>
Usually unreliable, does not accept responsibility; gives up easily.	1 <input type="checkbox"/>

INITIATIVE AND CREATIVITY

The ability to plan work and to go ahead with a task with minimal direction/guidance, and the ability to make constructive suggestions

Self-starter; displays exceptional drive and perseverance; anticipates needed actions, frequently suggests better ways of doing things; ideas are often implemented.	5 <input type="checkbox"/>
Consistently high initiative; regularly displays drive and perseverance; anticipates needed actions, regularly provides suggestions for improvement.	4 <input type="checkbox"/>
Average initiative; proceeds on own with little or no direction; makes some suggestions for improvement.	3 <input type="checkbox"/>
Minimal initiative; waits for direction.	2 <input type="checkbox"/>
Lacks initiative, less than satisfactory performance.	1 <input type="checkbox"/>

JUDGMENT

The extent to which the employee makes decisions which are sound...Ability to remain objective

Uses exceptionally good judgment when analyzing facts and solving problems in most situations.	5 <input type="checkbox"/>
Consistently handles situations well and makes sound decisions in sometimes unusual circumstances.	4 <input type="checkbox"/>
Handles most situations well and usually makes sound decisions under normal circumstances.	3 <input type="checkbox"/>
Uses questionable judgment at times, room for improvement.	2 <input type="checkbox"/>
Uses poor judgment often.	1 <input type="checkbox"/>

COOPERATION

Willingness to work harmoniously with others in getting a job done...Readiness to respond positively to instructions and procedures

Extremely cooperative; consistently displays collaborative/cooperative behaviors in situations; consistently evokes teamwork and promotes a positive culture.	5 <input type="checkbox"/>
Very cooperative; regularly displays collaborative/cooperative behaviors in situations; often evokes teamwork and a positive culture.	4 <input type="checkbox"/>
Cooperative; gets along well with others.	3 <input type="checkbox"/>
Makes little effort to cooperate and/or display collaborative/cooperative behaviors in situations.	2 <input type="checkbox"/>
Negative; detracts from a positive culture/contributes to a negative culture.	1 <input type="checkbox"/>



Employee Performance Appraisal Form

ATTENDANCE

Committed to coming to work daily and working scheduled hours.

Consistently regular and prompt for work, meetings, etc.; impeccable attendance; exceptional planning for coverage during absence.	5 <input type="checkbox"/>
Routinely regular and prompt; above average attendance; few unplanned absences.	4 <input type="checkbox"/>
Usually present and on time; normally pre-planned absences.	3 <input type="checkbox"/>
Lax in attendance and/or reporting on time; improvement needed to meet expectations.	2 <input type="checkbox"/>
Often absent without sufficient notice and/or frequently reports to work late or leaves early.	1 <input type="checkbox"/>

SUPERVISOR COMMENTS

Noteworthy strong areas of present performance:

Areas requiring improvement in job performance:

Developmental Plans (there should be at least 3 goals to promote development):		
Goal/Activity	Expected Results	Timing
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.



Employee Performance Appraisal Form

Click here to enter text	Click here to enter text	Click here to enter text.
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What is the progress status for plans from the past year?

Click here to enter text.

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PERFORMANCE LEVELS

- (5) Exceptional – Significantly and consistently exceeds performance expectations; consistently demonstrates exceptional behaviors; serves as a role model
- (4) Highly Effective – Consistently achieves and often exceeds performance expectations;
- (3) Effective – Consistently demonstrates good performance with incumbent fulfilling all position requirements and may, at times, generate results above those expected of the position.
- (2) Inconsistent – Inconsistently achieves performance expectations. Needs improvement. This performance level may be the result of a new or inexperienced incumbent on the job or an incumbent not responding favorably to instruction.
- (1) Unsatisfactory – rarely achieves expected performance level; requires significant and immediate corrective action.

Overall Rating	<input type="checkbox"/> Exceptional <input type="checkbox"/> Highly Effective <input type="checkbox"/> Effective <input type="checkbox"/> Inconsistent/Needs Improvement <input type="checkbox"/> Unsatisfactory	<i>If employee receives an overall rating of "Inconsistent" or "Unsatisfactory" there must be formal documented efforts aimed at improving performance on file and a formal performance improvement plan is required.</i>
Employee Name	Signature	Date
Supervisor Name	Signature	Date



Employee Performance Appraisal Form

Signatures acknowledge that this form was discussed and reviewed.

Employee Comments:

DRAFT