



TRUSTEES' POLICY DOCUMENT

SUBJECT: Performance Evaluation and Annual Pay Incentive

POLICY #: TRU – 10 Date Adopted: 05/17/2008

Confirmed by Trustees': Motion 06/21/2008

Policy Statement:

Managing employee performance is a business fundamental of the Board of Trustees. This document establishes the policy of the Trustees regarding employee performance evaluations.

Process:

1. Annually on or before August 1 the Employee Manager of Record obtains Employee ratings from Board Members on the past years' performance, records the average rating to the nearest tenth of a point, signs and submits the evaluation to the Board of Trustees for review and acceptance at the August Trustee meeting.
2. Upon acceptance of the review by the Trustees the President signs and dates the evaluation.
3. On or before September 1 the Trustees establish Job Specific Goals and Objectives for the next evaluation year.
4. On or before the September Trustee meeting the Manager of Record reviews the prior year evaluation with the employee and obtains employee concurrence (If employee refuses to sign the manager will so note).
5. Manager then reviews the Performance Values and Job specific Goals and Objectives for the next year with the employee and signs, dates and obtains employee concurrence.
6. Copies of the prior year evaluation and current year Performance Values and Job Specific Goals are then supplied to the employee by the manager.
7. The originals are maintained with employment records.
8. On or before February 1 the Employee Manager of Record performs an Interim rating of the Employee's performance. The Manager records the average rating to the nearest tenth of a point, signs and submits the evaluation to the Board of Trustees for review and acceptance at the February Trustee meeting.
9. Upon acceptance of the Interim Review by the Trustees the President signs and dates the evaluation.
10. On or before March 1 the Manager of Record reviews the Interim Evaluation with the employee and obtains employee concurrence (If employee refuses to sign the manager will so note). A copy is given to the employee and the original is retained to be used during the Final Review.

Annual Incentive

Each year during the budgeting process a maximum fund value will be established and communicate with the employee. The incentive is an annual salary increase to be effective October 1 each year and payable as a wage increase per pay period. The incentive amount awarded is based on employee evaluation criteria outlined on the Performance Evaluation Worksheet attached as part of this Policy and as follows:

- The annual Evaluation Worksheet is completed per the noted process by the Board of Trustees and the average value recorded.
- The overall evaluation value average is used to proportionately established the award amount for 0 – 100%

Example;

- A value of 1.5 awards 37.5% of the available fund
- A value of 2.0 awards 50% of the available fund
- A value of 3.2 awards 80% of the available fund
- A value of 4.0 awards 100% of the available fund

Performance Evaluation Worksheet Process

Process Description

1. Annually on or before August 1 the Employee Manager of Record obtains Employee ratings from Board Members on the past years' performance, records the average rating to the nearest tenth of a point, signs and submits the evaluation to the Board of Trustees for review and acceptance at the August Trustee meeting.
2. Upon acceptance of the review by the Trustees the President signs and dates the evaluation.
3. On or before September 1 the Trustees establish Job Specific Goals and Objectives for the next evaluation year.
4. On or before the September Trustee meeting the Manager of Record reviews the prior year evaluation with the employee and obtains employee concurrence (If employee refuses to sign the manager will so note).
5. Manager then reviews the Performance Values and Job specific Goals and Objectives for the next year with the employee and signs dates and obtains employee concurrence.
6. Copies of the prior year evaluation and current year Performance Values and Job Specific Goals are then supplied to the employee by the manager.
7. The originals are maintained with employment records.
8. On or before February 1 the Employee Manager of Record performs an Interim rating of the Employee's performance. The Manager records the average rating to the nearest tenth of a point, signs and submits the evaluation to the Board of Trustees for review and acceptance at the February Trustee meeting.
9. Upon acceptance of the Interim Review by the Trustees the President signs and dates the evaluation.
10. On or before March 1 the Manager of Record reviews the Interim Evaluation with the employee and obtains employee concurrence (If employee refuses to sign the manager will so note). A copy is given to the employee and the original is retained to be used during the Final Review.

Performance Evaluation Worksheet Definitions

DME	- DID NOT MEET EXPECTATIONS -- <i>Unsatisfactory Performance. Demonstrates a clear need for improvement. Did not satisfy Performance Values and did not accomplish Goals. Not as good as most.</i>
MME	- MET MOST EXPECTATIONS -- <i>Performance fell short in one or more areas. Some improvement is needed for the employee to achieve desired performance level. Accomplished many Performance Values and Goals. Not as good as others.</i>
MAE	- MET ALL EXPECTATIONS -- <i>Employee's performance satisfied the Performance Value Standards and Job Specific Goals. Competent, as good as others.</i>
FEE	- FREQUENTLY EXCEEDED EXPECTATIONS -- <i>The employee often went the extra mile. Surpassed Performance Values and Goals. Accomplished more difficult goals. Better than most.</i>
AEE	- ALWAYS EXCEEDED EXPECTATIONS -- <i>The employee consistently demonstrated performance above and beyond the norm. Surpassed Performance Values and accomplished stretch Goals. A role model.</i>

Caretaker Performance Evaluation Worksheet

Employee's Name:	Evaluation Year:				
Performance Values	DME 0	MME 1	MAE 2	FEE 3	AEE 4
Problem Solving / Judgment: <i>(Generates effective solutions to problems; Makes sound decisions; Generates alternative approaches to problem solving; Demonstrates awareness of consequences or implications of judgment; Takes action and meets commitments)</i>					
Communication: <i>(Listens and demonstrates understanding; Responsive to written email and verbal communication; Clarifies meaning for others; Speaks with clarity and precision; Able to communicate with a diverse audience; Keeps the trustees informed of status and issues needing their attention)</i>					
Technical Skills & Knowledge: <i>(Applies knowledge, skills, and mastery of job processes to achieve results; Expertise is recognized and sought by others; Continuously develops and advances technical capabilities)</i>					
Integrity: <i>(Deals with others in a fair, honest, and straightforward manner; Honors commitments; Is trustworthy; Takes responsibility; Uses appropriate discretion; Demonstrates high ethical standards)</i>					
Quality & Productivity: <i>(Delivers products and services that consistently meet or exceed expectations; Strives for continuous improvements; Uses time and resources effectively; Produces value-added contributions; Strives for more efficient work processes)</i>					
People Working Together / Customer Satisfaction: <i>(Participates in accomplishing team goals; Creates group cohesion; Builds long-term relationships with the board of trustees, the membership and suppliers; Understands the memberships' current and future needs)</i>					
Enhancing Stakeholder Value: <i>(Takes responsibility for ensuring a healthy and safe work and play environment; Drives results by planning and prioritizing activities consistent with membership goals; Champions ideas that improve performance and members value)</i>					
Leadership: <i>(Leads tasks, solicits and considers others opinions; Seeks out and accomplishes special assignments and development opportunities; Recommends improvements; Demonstrates a strong work ethic and sense of urgency for completing work assignments)</i>					
Job Specific Goals and Objectives (as defined by the Board of Trustees)					
Equipment Maintenance: <i>(Maintains Equipment in good working condition; Performs minor repairs; Coordinates major repairs; Keeps Trustees informed of equipment conditions)</i>					
Water System Operation: <i>(Maintains water system certification; Installs and reads meters; Investigates and repairs leaks; Performs daily system checks and makes adjustments to maintain appropriate levels; Maintains records)</i>					
Buildings: <i>(Maintains Lodge and outbuildings clean and orderly; Performs daily maintenance as necessary to keep all facilities in good working order; Clean and maintain kitchen, bathroom and bedroom facilities daily; Cut adequate firewood for heating lodge and maintain a fire during the cold times; Clean chimney and fireplace as need)</i>					
Roads and Culverts: <i>(Administers the road servicing plan for graveling and dust control; Fills Chuckholes; Performs culvert maintenance; Cuts brush along roadways; Grooms or removes snow from roads in winter; Applies sand to slick and icy areas; Applies winter signage to roads at appropriate times; Maintains parking areas and issues parking stickers)</i>					
Availability: <i>(Maintains visibility during working hours; Responsive to trustee and member needs; Conducts business in a courteous and professional manner)</i>					
Capital Projects: <i>Participates in planning capital projects; Makes arrangements per the project plan; Assists with the follow through and execution of projects; Keeps the trustees informed of project issues and status.</i>					
Grounds: <i>Maintains the common grounds in showplace order; Picks up and disposes of junk and garbage in common areas; Maintains the waste management dumpster and area free so rubbish; performs swimming pool cleaning and upkeep; mows and edges lawn area; Performs security duties within the development)</i>					
Concurrence of Performance Values and Job Specific Objectives					
Manager's Signature:	Date:	Employee's Signature:			
<i>DME - Did not Meet Expectations - Unsatisfactory Performance. Demonstrates a clear need for improvement. Did not satisfy Performance Values and did not accomplish Goals. Not as good as most.</i>					
<i>MME - Met Most Expectations - Performance fell short in one or more areas. Some improvement is needed for the employee to achieve desired performance level. Accomplished many Performance Values and Goals. Not as good as others.</i>					
<i>MAA - Met All Expectations - Employee's performance satisfied the Performance Value Standards and Job specific Goals. Competent, as good as others.</i>					
<i>FEE - Frequently Exceeded Expectations - The employee often went the extra mile. Surpassed Performance Values and Goals. Accomplished more difficult goals. Better than most.</i>					
<i>AEE - Always Exceeded Expectations - The employee consistently demonstrated performance above and beyond the norm. Surpassed Performance Values and accomplished stretch Goals. A role model.</i>					

Performance Evaluation Review**Employee's Name:****Evaluation Year:****Interim Review****Overall Evaluation Total:** _____**Overall Evaluation Average:** _____

Manager Comments: (required for each DME, AEE)

Manager's Signature:**President's Signature:****Date:**

Employee Comments:

Employee's Signature:**Review Date:****Final Review****Overall Evaluation Total:** _____**Overall Evaluation Average:** _____

Manager Comments: (required for each DME, AFE)

Manager's Signature:**President's Signature:****Date:**

Employee Comments:

Employee's Signature:**Review Date:**

DME - Did not Meet Expectations - Unsatisfactory Performance. Demonstrates a clear need for improvement. Did not satisfy Performance Values and did not accomplish Goals. Not as good as most.

MME - Met Most Expectations - Performance fell short in one or more areas. Some improvement is needed for the employee to achieve desired performance level. Accomplished many Performance Values and Goals. Not as good as others.

MAA - Met All Expectations - Employee's performance satisfied the Performance Value Standards and Job specific Goals. Competent, as good as others.

FFE - Frequently Exceeded Expectations - The employee often went the extra mile. Surpassed Performance Values and Goals. Accomplished more difficult goals. Better than most.

AEE - Always Exceeded Expectations - The employee consistently demonstrated performance above and beyond the norm. Surpassed Performance Values and accomplished stretch Goals. A role model.