



# ***GREEN LAKE COUNTY***

*571 County Road A, Green Lake, WI 54941*

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**Original Post Date: 08/26/16**

**Amended\* Post Date:**

**The following documents are included in the packet for the Personnel Committee on August 30, 2016:**

- 1) Agenda
- 2) Information on Merit Pay Policy



# GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Margaret R. Bostelmann, WCPM  
County Clerk

Office: 920-294-4005  
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## *Personnel Committee Meeting Notice*

*Date: August 30, 2016 Time: 6:00 PM  
Green Lake County Government Center,  
County Board Room, 571 County Rd A, Green Lake WI*

### AGENDA

#### **Committee Members**

*Joe Gonyo,  
Chairman  
Paul Schwandt, Vice-  
Chair  
Robert Lyon  
Robert Schweder  
Sue Wendt*

*Margaret R.  
Bostelmann,  
Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Correspondence
6. Appearances
  - Ben Fauske- RISE Leadership
7. Performance Management Policy
8. Base Wage Increase 2017
9. Department Head/Employee Training- RISE Leadership
10. Approval of County Wide Training by Aegis Cooperation – Jodi Traas
  - Mitigating Sexual Harassment Liability; Diversity/Sensitivity: Its About Respect; & Workplace Bullying: There is Power in One Voice.
11. Committee Discussion
  - Future Meeting Dates: Meeting September 22, 2016 at 6:00 pm
  - Future Agenda items for action & discussion
12. Adjourn

*\*Notice is hereby given that a majority of the Green Lake County Board of Supervisors may be present at this meeting to gather information about a subject over which they have decision making responsibility. This constitutes a meeting of the County Board pursuant to the Badke Decision and must be noticed as such although the County Board will not take any formal action at this meeting.*

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Margaret R. Bostelmann

**Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or Audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date Of the meeting.**

## Green Lake County Performance Management: Criteria for Merit Pay

### 1. Evaluation

Performance management is an ongoing process intended to provide accurate and timely feedback to all employees of Green Lake County. The goal of the annual review process is to ensure employees are fairly evaluated and compensated based on their performance. The evaluation process was created by over 40 employees from all areas of the organization to ensure the input was incorporated into the performance management plan. The plan culminates each year with an annual employee review.

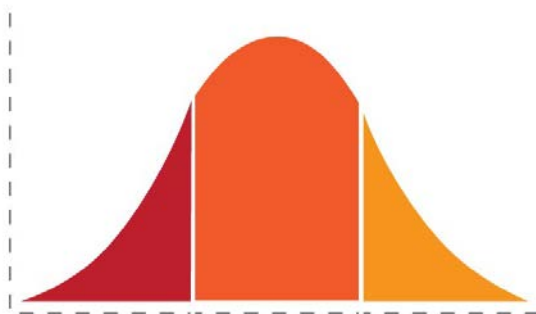
The annual evaluation process is as follows:

- Employee self-review
- Supervisor review of their direct report
- Directors overview all reviews
- County Administrator approves all reviews
- Review meeting between supervisor and direct report
- Personal development plans are also created to encourage continued learning

Department heads will complete the initial evaluation of their employees with the County Administrator reviewing the evaluation to insure an accurate evaluation. Department Heads will be evaluated by the County Administrator. The County Administrator will be evaluated by the Administrative Committee.

### 2. Data Analysis

In order to compensate employees based on performance we must analyze the review rating data. The following is a sample bell curve.



All employees will be one of the three categories and that will determine the level of annual increase. Employees in the lowest category will receive the lowest increase. The employees in the middle category will receive the standard annual increase. The employees in the highest category will receive an increase above and beyond the standard. After the rating data has been reviewed the category increases will be determined and approved by the County Administrator.

### 3. Compensation

The compensation increase will be recommended by the County Administrator and approved by the board budgeted annually. This will determine the pool of funds to be used for the data review. Employees in the step system will remain in the step system until they have completed all of the steps. They will receive their step increases as long as they receive acceptable performance reviews. Employees in the step program that are rated in the highest category may be eligible for non-monetary recognition. After they have completed the step system they will be compensated based on the data analysis and bell curve. Employees in the union will be evaluated with the same performance review process, but they will be compensated based on the union contract. Employees who have maxed out their compensation based on their role and tenure will not be eligible for annual increases, but will be eligible for lump sum payments.

The goal is that the board is committed to annually recognizing employees for their work.