



Brunswick-Glynn County Joint Water and Sewer Commission
1703 Gloucester Street, Brunswick, GA 31520
Commission Meeting Room
Thursday March 2, 2017
10:00 AM – 11:00 AM

HUMAN RESOURCES & SAFETY COMMITTEE MEETING AGENDA

AMENDED-FINAL

Committee Members: **Commissioner Cornell Harvey, Chairman**
Commissioner Cliff Adams
Commissioner Donald Elliott
Commissioner David Ford
Executive Director Jimmy Junkin

Members: **Cindy Barnhart, TSI**
Jeffrey Singletary, TSI

PUBLIC COMMENT PERIOD

Public Comments will be limited to 3 minutes per speaker. Comments are to be limited to relevant information regarding your position and should avoid being repetitious. Individuals should sign in stating your name, address and the subject matter on which you wish to speak. Your cooperation in this process will be greatly appreciated

Approval:

- 1. Proposed Director of Operations – J. Junkin**
- 2. Proposed Amendments to the Evaluation & Compensation Policies & Procedures – J. Donaghy**
- 3. Proposed Amendments to the Probationary Period & Paid Time Off Benefits – C. Barnhart**

Discussion:

- 1. Job Corps Presentation – Jonathan Watkins**
- 2. RFP Update – Outsourced Human Resources Services – P. Crosby**
- 3. Work Related Injury Statistics – J. Singletary**
- 4. Recruiting Summary – B. Lane**
- 5. Employee Turnover Statistics – B. Lane**

EXECUTIVE DIRECTOR'S UPDATE

All citizens are invited to attend.

There is a possibility of a quorum of Commissioners being present.



Brunswick-Glynn County Joint Water & Sewer Commission
1703 Gloucester Street, Brunswick, GA 31520
Commission Meeting Room
Thursday, March 2, 2017 at 10:00 AM

HUMAN RESOURCES & SAFETY COMMITTEE MINUTES

PRESENT: **Cornell Harvey, Chairman**
 Cliff Adams, Commissioner
 Donald Elliott, Commissioner
 David Ford, Commissioner
 Jimmy Junkin, Executive Director

ALSO PRESENT: **John Donaghy, Chief Financial Officer**
 Cindy Barnhart, TSI
 Baylie Lane, TSI

ABSENT: **Jeffrey Singletary TSI**

Chairman Harvey called the meeting to order at 10:06 AM.

PUBLIC COMMENT PERIOD

There being no citizens that wished to address the Committee, Chairman Harvey closed the Public Comment Period.

APPROVAL:

1. Proposed Director of Operations Position – J. Junkin

Mr. Junkin proposed the creation of the position of Director of Operations. This position would provide two advantages for JWSC. First it helps reduce the amount of positions (ten) which report directly to the Executive Director down to seven. Second it would help to consolidate a good portion of operations and place those into a better focal point by bringing inventory and staff together for better oversight at the Academy Creek facility. This position would direct the assets and management of operational needs. Mr. Junkin pointed out this is a critical long term opportunity to reduce costs, improve performance and effectiveness in the field to provide a better level of service to the customers. The job description was provided for review as well as the current and proposed organization chart. This new position would be a very involved and high level strategic role with the Superintendents reporting directly to the new Director of Operations. The expected cost savings would be in using asset management more effectively and using the various resources to get the most out of operations, as well as increasing productivity by allowing this position to oversee and direct the operations. There would be more flexibility to respond to situations and give necessary directions. This person would be dedicated to study tasks and operations and resources to discover how to use all these components more efficiently. This would be a long term cost savings. While the Deputy Director position oversees everything, the Director of Operations would be located at Academy Creek and have

daily hands on direction of operations and have control over all operational divisions. In example, direction of calls after hours, when some personnel may not be available, the Director of Operations would see to it that positions are cross trained. Commissioner Harvey agreed that cross training is a good idea in theory and that the lines of authority have to make all of this work. Commissioner Harvey suggested that it would be beneficial to take more time to review, especially due to restructuring lines of authority. Commissioner Ford indicated that he would like to see the plan in more detail, planned and better justified. The committee requested to consider this proposal and to discuss in more detail at the next committee meeting, rather than to take a vote. It was recommended that this subject be taken to a point of discussion and not a matter for approval to be taken to the full commission.

2. Proposed Amendments to the Evaluation & Compensation Policies & Procedures – J. Donaghy

John Donaghy discussed the proposed amendments to the evaluation form and compensation policies and procedures. The current evaluation forms appear to have redundancies. He referred to the previous manner of compensation at evaluations and that it had grown significantly, and had become unpredictable for budgeting purposes. The proposed evaluation will require the employee to be more active in the evaluation process. It was also noted that the previous evaluation forms have items or areas that are applicable to some employee positions and not to others. The proposed evaluation is more designed and detailed to the pertinent job description of the employee's position. The reduced redundancy will also reduce the length of the evaluation report. Previously evaluations would be completed, be sent up the chain of command for review, come back down, then be reviewed with the employee, and go back up for approval of increase. The proposed revision will reduce hands on. The supervisor will complete the evaluation, review it with the employee and send up for approval. Commissioner Harvey asked for an explanation of the increases and steps of compensation. It was explained that there will be 2 parts to the total amount of possible annual compensation. The 2 parts would include Cost of Living Allowance and the % for increase based on scoring of the evaluation. For example, if the total annual allowance for raises is 5% and the COLA is 2% for that year, then the highest amount of increase based on the evaluation would be 3%. The COLA is automatic, but the employee has to show improvement from year to year and add value more and more each year in order to be rewarded with the additional increase in compensation. If an employee scores a 1, 2, or 3 on their evaluation, they will not receive any additional compensation. If their score is a 4 or 5, then they will receive some additional compensation, but not to exceed the 5% total increase which includes the COLA. Additionally, the evaluator will have to provide justification for an evaluation scoring under 3 points, and will also have to provide justification for a score exceeding 3 points. It was also proposed that the probationary period be increased from 6 months to 1 year. Commissioner Harvey indicated he felt that 1 year is too long of a period to have someone on probation to where they can be released from their job. Commissioner Ford questioned the evaluation scores of 1 and 2 and asked if an employee scoring low would automatically be placed on a Personal Improvement Plan (PIP). He also noted that an employee must be informed as to exactly what they are doing wrong if scored low. John responded that the evaluation form would indicate where the employee is not meeting the criteria. The discussion then moved to the evaluation form needing to incorporate a PIP and that if an employee scored a 1 then they should absolutely be placed on a PIP. It was suggested that the condition of a PIP being recommended should be added to Section 4. Discussion also included a mid-year counsel

date on item 9 of the proposed evaluation form. Commissioner Elliott recommended that if a counseling portion should be added to the document, the committee may want to discuss that further. The proposed evaluation form does provide the employee with the opportunity to add comments of their achievements. With regards to increases in pay, the Condrey Study of pay schedules as compared to similar organizations and positions was performed 2-3 years ago was referenced. This proposal allows for each employee to receive a COLA increase each year based on the annual CPI index, and for the pay scale for that position to be increased by that amount. Suggestion was made based on the fact that the pay scales have not been increased in the years since the Condrey Study was performed, and this will help in preparations for the budgeting process each year. It was noted that the COLA should not be mandatory in the case that the CPI was negative for the year (of which the pay scales would not be reduced due to that negative calculation); if the CPI is positive for the year then COLA increases would be applied; but the COLA cannot be higher than 5% each year. In the case that an employee reaches the top salary within their pay grade, they would still receive the increase due to an exceeding evaluation, but in a lump sum portion and it would not be compounded into the annual pay, however the COLA would still be added to the pay grade for that position. The committee requested to hold this proposal for further discussion and not to move forward with a vote for or against an approval to move this to full commission.

3. Proposed Amendments to the Probationary Period & Paid Time Off Benefits – J. Donaghy

John Donaghy presented the proposed amendments to the probationary period & paid time off benefits. At the current time, employees begin accruing sick time and vacation time at a rate of 1 day of each per month from day 1 of their employment, however they are not permitted to use any of this paid time off until they have been in employment for 6 months and completed the probationary period. If the probationary period is extended to 1 year that would extend the length of this rule to 1 year of the employee not being able to take time off with pay. The proposal is that when an employee begins employment, they are eligible to utilize 30 hours of vacation time and 30 hours of sick time, which equates to about 8 pay periods. The employee would be allowed to take these hours in advance of earning those. Any time greater than these 30 hours would have to be taken as time without pay. Concern was expressed that an employee might take advantage of that time off being available, use it, and then leave the organization. Conversation continued to the concern of moving the probationary period to 1 year from the current 6 month period. The committee requested to hold this proposal regarding the probationary period as well as the paid time off benefits for further discussion and not to move forward with a vote for or against an approval to move to the full commission.

Commissioner Elliott motioned and Chairman Harvey seconded to move Discussion Item 2 to be presented 1st, and move Item 1 to be presented 2nd. Vote 4-0-0.

DISCUSSION:

1. Job Corp Presentation – Jonathan Watkins

Jonathan Watkins expressed thanks to the Commission for the relationship that has been held thus far with the Job Corps Program. He continued to present historical information and facts regarding the program, areas the program is offered in, benefits and career paths offered to the students of the program, and other advantages to the community and businesses in the area. He

explained the typical student types and the educational benefits provided to them for advancement in the business world, career pathways and leadership. Mr. Watkins noted the facilities, housing, program design and academic training that are provided to help the students achieve. With respect to students working in local businesses and organizations, students are provided with transportation to and from the worksite, as well as lunch. The working students are evaluated weekly by the supervisor that they work for, and the program only asks that the students are treated with the same expectations as a regular employee of the organization they are placed at. Job Corps students are considered to be federal employees with worker's compensation provided in the case of injury. It was noted that JWSC has assisted with the program and has offered job training in a few areas of the organization such as with Mark Ryals at the WWTP, with Pam Crosby in Procurement, in the Engineering Department, as well as in the Accounting Department. Mr. Watkins indicated that job Corps would like to submit an annual Workplace Standard Agreement with the JWSC for student placement in job training. As an MOU, this item would need to go before the full Commission for approval, and the committee agreed that it should be added to a future Commission Meeting for presentation.

2. RFP Update – Outsourced Human Resources Services – P. Crosby

Pam Crosby gave an update on the current RFP for Outsourced Human Resources Services. She began by explaining that this RFP was placed from a perspective of checking the current available market for Human Resources services, and for purposes of updating the contract for services. Pam did make note that JWSC has been very happy with the level of services that Teamworks has been providing, and that Teamworks has been providing the Human Resources services since the conception of the JWSC. The update on the RFP was due to having extended the timeframe for the Proposal due date in order to address the amounts and types of questions and amendments that have been necessary. The staff needs to look closely at the services and evaluation of those proposed. Pam also noted that based on the current services JWSC is currently receiving from TSI, JWSC may not receive proposals that offer consistent services to compare. She added the evaluation and procurement will not be a simple process for these services, as the proposals received will likely be all very different from each other. There may be other options to consider in the future, such as are in house services more cost effective? The best solution may be to hold this RFP for future discussion and decision, and to continue our services as they currently are.

3. Work Related Injury Statistics – C. Barnhart

Cindy Barnhart presented the work related injury statistics for Jeffrey Singletary in his absence. She explained that Jeffrey is the main knowledgeable person with the experience in dealing with the workman's compensation issues, policies, and procedures. The current statistics were briefly reviewed and noted.

4. Recruiting Summary – B. Lane

Baylie Lane presented the recruiting summary to the Committee. She noted the details of positions that are open for hiring process, how they are posted and advertised, and explained the processes TSI takes in attempting to assist in filling open positions for JWSC. Various positions were discussed that have been filled recently and the number of applicants for each. Baylie also explained how she accumulates and tracks the various data. She also had provided an example of the newspaper advertisement for JWSC open positions for the Committee to review.

5. Employee Turnover Statistics – B. Lane


Baylie Lane also presented a report of employee turnover statistics by department. She explained the details, meanings and set-up of the report program to the committee. Another item that was included in the report was the reason for the employee leaving the organization. Bailey offered for the committee to make any suggestions as to how they would like to see the report improved, and also asked if they preferred to see this report on a monthly basis. It was suggested that this report be given quarterly, and that Bailey rework the report as she saw necessary to provide the committee with the data that they were able to use and make decisions with.

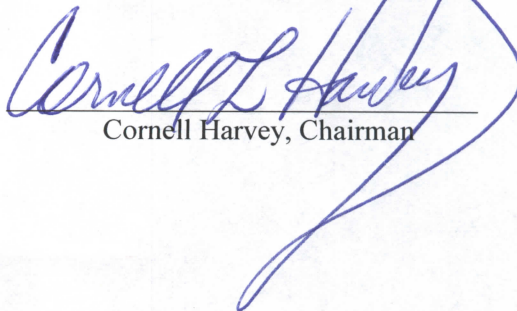
EXECUTIVE DIRECTOR'S UPDATE

Mr. Junkin commented that he would like to see the JWSC move forward in a couple of areas that need to be reorganized in the structure of the group to meet some of the key needs that are currently missing. There are some organizational needs that will help to meet the ongoing pressures to serve and provide more services and get more assets to people.

Meeting was adjourned at 12:02 pm.

Attest:


Janice Meridith,
Executive Commission Administrator


Cornell Harvey, Chairman



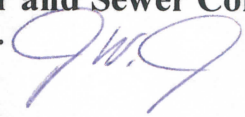
Brunswick-Glynn County
Joint Water & Sewer Commission

1703 Gloucester Street, Brunswick, GA 31520

Phone: (912) 261-7110

Web Site: www.bgjwsc.org

MEMORANDUM

TO: Brunswick-Glynn County Joint Water and Sewer Commission
FROM: Jimmy W. Junkin, Executive Director 
DATE: March 2, 2017
RE: Proposed Director of Operations Position

This is to request the position of Director of Operations be created and filled as soon as possible. This will accomplish two major needs. First, it will reduce the Executive Director's sphere of control from ten (10) reports to only seven (7) direct reports – a more manageable situation. Second, it will provide greater operations efficiencies to conduct operations and maintenance.

The BGJWSC is divided up into six operating departments. Currently, these departments perform their tasks and duties independently for the most part. It is my desire to improve operational efficiencies within the organization and to create synergies within operations that do not exist at this time. Plans are underway to create consolidated operations in central facilities where high level planning, sharing of resources, centralized inventory control and corporate asset management can be achieved. This will provide significant cost savings over time and should make the BGJWSC a more resilient organization.

Your support for this request is greatly appreciated.

Motion: I make a motion to direct the Executive Director to create the position of Director of Operations and fill it.

fc: File

Director of Operations

Class Title: Director of Operations

Pay Grade: 26

Salary: \$87,450.85 - \$131,176.28 Annually

The purpose of this classification is provide leadership and perform managerial and administrative work functions associated with planning, developing, organizing, overseeing, and implementing activities within the operational divisions of the Brunswick-Glynn County Joint Water and Sewer Commission (JWSC). This position reports directly to the WSC Executive Director.

Essential Functions:

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Maintain and ensure the operation of the JWSC's water production facilities, its wastewater treatment plants and related systems in an efficient and effective manner in order to meet the daily and yearly demands as well as regulatory permitting limits, maintaining adequate water supplies, and meeting anticipated daily demands.

Develops and implements immediate and long-range plans; establishes operational divisions' goals and objectives; consults with Executive Director and regulatory agencies.

Leads, supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, recommending disciplinary action and completing employee performance appraisals.

Plans and organizes operations related projects and workload; assigns work; develops employee work schedules to provide adequate coverage; monitors and reviews status of work activities and develops succession plans.

Oversees the ongoing implementation of the asset management program to set priorities for capital needs and to optimize operations and maintenance activities within the JWSC.

Assists in developing departmental policies and procedures to ensure compliance with state and federal guidelines.

Monitors and oversees the operations and activities of the water and sewer department; monitors and reviews procedures and operations; initiates problem resolution.

Consults with and/or coordinates work of engineering consultants, contractors and other department heads regarding design and construction of projects.

Prepares division budget; monitors expenditures and revises.

Develops short-term and long-range plans and specifications for expansion, modification and construction programs.

Processes documentation pertaining to payroll and personnel; completes, reviews, approves and/or forwards as appropriate; maintains records.

Prepares and/or completes correspondence, forms, reports, or other documents to meet state reporting requirements; forwards or maintains.

Directs the preparation of division reports to all agencies; receives reports, charts, blueprints, forms, correspondence, and contracts; monitors water quality from operational and chemical reports/data; reviews, processes or forwards as appropriate; maintains documentation for reference.

Responds to calls from the public concerning water system problems, complaints, or emergency situations; directs water and sewer questions/problems to appropriate division.

Maintains an awareness of new trends/advances in the profession; investigates and approves the use of new materials, methods and processes, in conjunction with engineers, department heads and regulatory agencies.

Consults with supervisors, regulatory agency personnel, engineers, contractors, and other agency officials to review departmental operations, discuss problems, coordinate activities, develop long-term plans, provide technical expertise, and receive advice/direction.

Establishes departmental goals and objectives; implements rules, regulations, and policies.

Creates/maintains positive public relations with the general public; provides education on water and sewer issues; interacts with the media.

Evaluates new products and services.

Assists with installation of computer programs; assists personnel with computer problems/questions.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Incorporates continuous quality improvement principles in daily activities.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must meet regular attendance requirements.

Performs other related duties as required.

Minimum Qualifications:

Five years of progressively responsible supervisory or management experience in civil engineering, water and wastewater treatment, water distribution, wastewater collection, or related field required. Bachelor's degree in Chemical, Mechanical, or Civil Engineering, or related field desired. Possession of Professional Engineering (P.E.) license is desirable. Must possess a valid driver's license.

Minimum Requirements to Perform Essential Job Functions:

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a variety of automated office equipment including a computer, copiers, fax machines, telephone, etc. Physical demand requirements are at levels of those for sedentary work.

DATA COMPREHENSION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include forms, reports, blueprints, reference materials, legal documents, technical journals, procedural manuals, and operational manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange civil engineering, personnel, legal, and water utility-related information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with engineers, regulatory personnel, the media, and the general public.

LANGUAGE ABILITY: Requires ability to read a variety of civil engineering, legal, and water utility-related documentation, directions, instructions, and methods and procedures. Requires the ability to write job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice such as public speaking situations before the city council, community groups and the general public.

INTELLIGENCE: Requires the ability to learn and understand complex environmental engineering, legal, and water utility-related principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract totals, multiply and divide totals, determine percentages, determine time and weight, interpret statistical data, and utilize geometric and algebraic formulas.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment which may include engineering scales and standard measuring devices.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment and to operate motor vehicles.

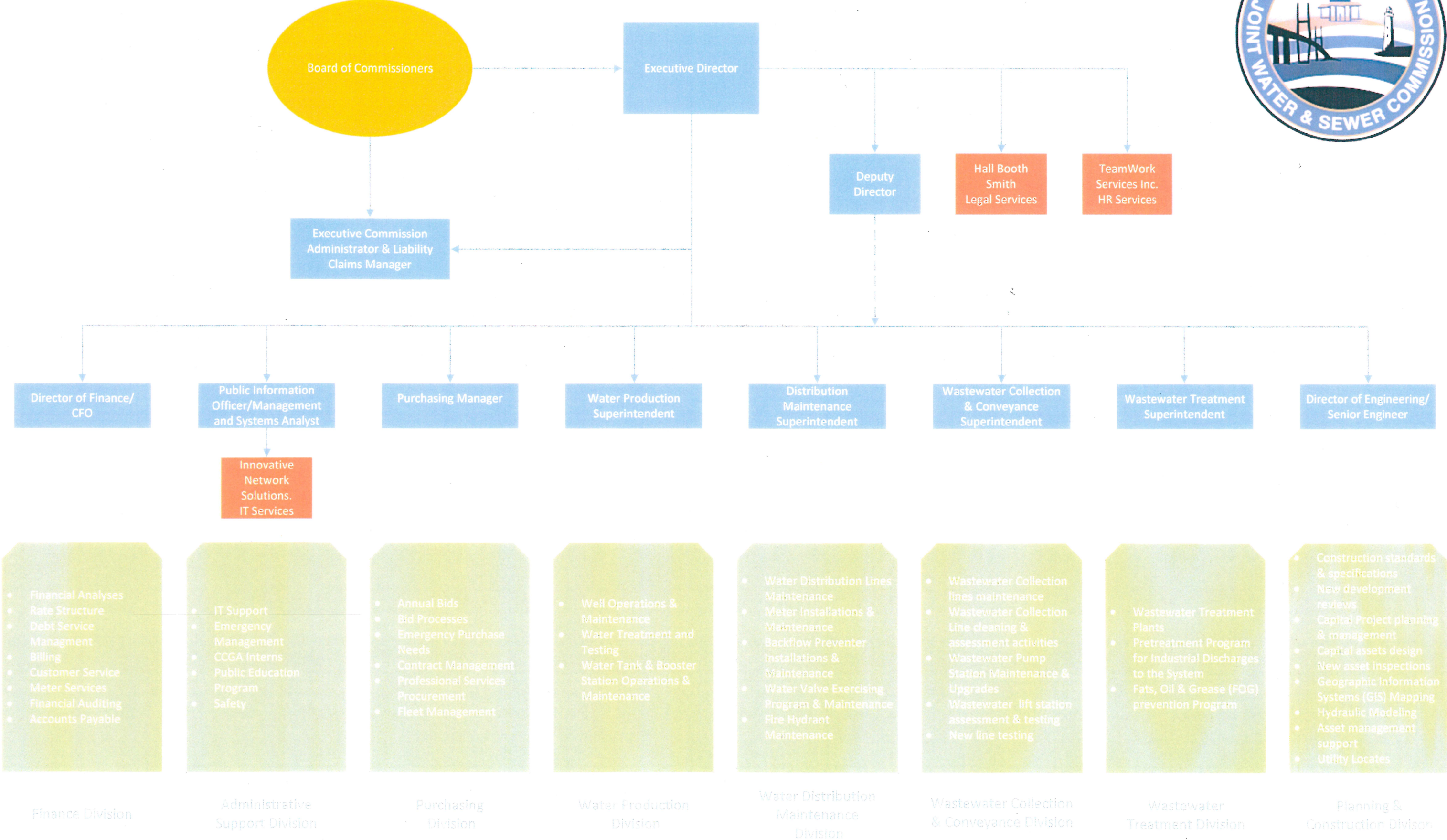
MANUAL DEXTERITY: Requires the ability to handle a variety of items, automated office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May require the ability to discern color.

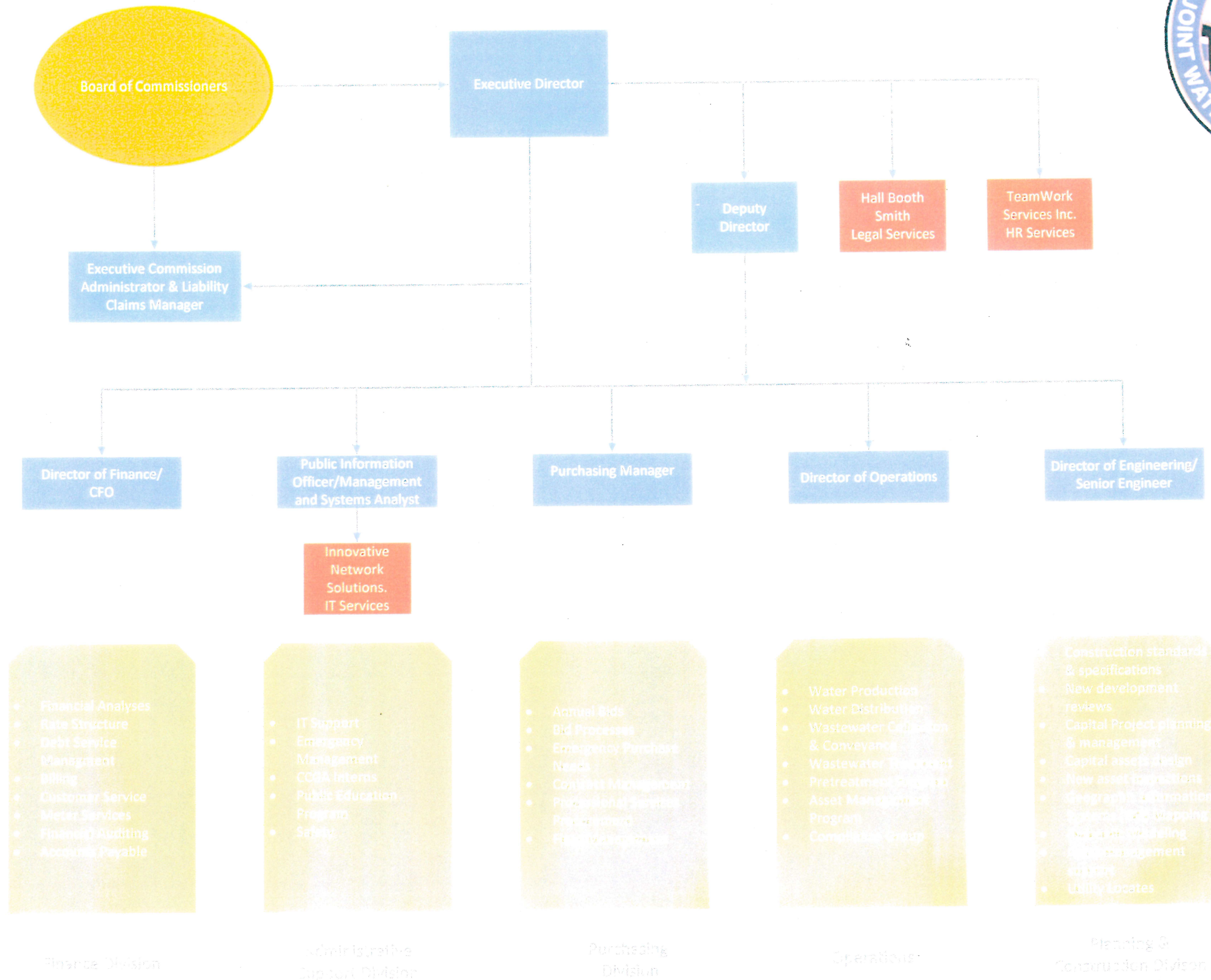
INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under considerable stress when confronted with an emergency. Must relate to City leaders, staff, and customers and must be approachable.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

BGIWSC CURRENT MANAGEMENT ORGANIZATION 2017



BGJWSC PROPOSED MANAGEMENT ORGANIZATION 2017





To: JWSC Commissioners

From: John D. Donaghy, Director of Administration

Date: March 2, 2017

Re: Amendment to the Evaluation and Compensation Policies & Procedures

Background:

JWSC Staff has proposed a method of employee evaluations that is a more effective evaluation tool and that may be modified to more appropriately measure the performance of an array of employee positions.

Staff has also proposed a modification in policies and procedures that will facilitate budgeting and keep the JWSC pay scales current with market conditions.

Recommendation:

The Human Resources Committee and the Finance Committee of the Brunswick-Glynn County Joint Water and Sewer Commission have reviewed the changes and recommend the approval of the proposed changes to the Human Resources Policy of the JWSC.

Motion:

“I move that the Brunswick-Glynn County Joint Water and Sewer Commission approve the proposed changes to the Evaluation and Compensation policies of the JWSC, subject to the policy language being reviewed by legal counsel, and that a salary and wage adjustment of 2.5% be implemented effective for the pay period ending March 26, 2017.”



Brunswick-Glynn County Joint Water and Sewer Commission

1703 Gloucester St., Brunswick, Georgia, 31520

Phone: (912) 261-7110 Fax: (912) 261-7178

www.bgjwsc.org

PROPOSED AMENDMENTS TO THE EVALUATION AND COMPENSATION POLICIES AND PROCEDURES

CURRENT SYSTEM

- Employees are evaluated at month 5 of their on their 6 month introductory period and are eligible for an increase.
- Thereafter, employees are evaluated on their anniversary date of hire or date in position.
- Evaluation scores are computed to arrive at a score down to two decimal places, ranging from 0 to 4.
- Their evaluation score is translated to a % increase based on a table.
- Evaluations and increases are contemporaneous.
- The pay scale utilized is that developed by Condrey Associates in 2015 and implemented in May of 2015.

PROPOSED SYSTEM

EVALUATIONS:

- The evaluation form will be simplified. Scores will range from 1 to 5. A score of 3 is "meets standards".
- Job descriptions determine what criteria meet standard and may be tailored to the job.
- Evaluators will develop criteria that warrant an evaluation score of 4 or 5.
- Employees will prepare a report of their achievements toward the prior year goals and other accomplishments prior to evaluation.
- The probationary period for new employees or existing employees moving to new positions will be increased from 6 months to 1 year.
- Evaluations will continue to be performed on the anniversary date of hire or date in position.

- Additional quarterly "milestone" evaluations will be done on probationary employees the first year.

Policies regarding the use of paid time off may be modified by the JWSC to allow for limited use of compensated absences during the first six months of employment.

INCREASES:

Cost of Living Adjustment (COLA):

- All employees will receive a cost of living adjustment (COLA) on July 1 each fiscal year.
- The COLA will be determined using the CPI-U from February of the previous year to February of the current year.

Step Increases:

- Step increases will be effective as of the employee's anniversary date.
- Employees receiving an evaluation score of four will receive one "Step Increase" in addition to the COLA.
- Employees receiving an evaluation score of five will receive two "Step Increases" in addition to the COLA.
- A step increase is equal to 2.15% based on a 20 year compounded progression from the minimum to maximum rate for a position by grade.
- The combined COLA and step/merit raises shall not exceed 5% in a given fiscal year.
- The step increase(s) may be reduced based on budgetary restrictions.
- In the case of a negative adjustment, the dollar amount available after the COLA will be used to determine the percentage increase per step.
- Employees who are at the maximum will receive an increase as determined above. The increase will be an annual payment and will not compound going forward.

The rates of pay in the JWSC Pay Scale Table will be adjusted annually by the percentage of the COLA to maintain job market competitiveness.

TRANSITION

Until the Commission adopts a new policy, the current system will remain in effect.

For the fiscal year ending June 30, 2017:

- Employees who are due an evaluation prior to a change in policy will receive increases in accordance with the current policy.
- Upon adoption of a new policy, all employees will be eligible for a COLA adjustment.
- Employees who have received an evaluation and increase prior to the adoption will receive a COLA only to the extent that their pay increase is a smaller percentage than the COLA increase. The COLA will not be retroactive.
- Employees who received a pay increase greater than the COLA receive no further increase.
- Employee with anniversary dates after implementation of a new policy and prior to July 1 will receive an evaluation and the incremental increase over the COLA amount, if any.
- Staff proposes an increase of 2.5%, rather than a computed COLA, based on the expected salary increase included in the 2016-17 budget. The JWSC pay scale ranges will also be adjusted by the 2.5%.

Going forward, the newly adopted policy will be effective.

Brunswick-Glynn County Joint Water & Sewer Commission
Performance Evaluation

Section I - Personal Data

Name:

Employee #:

Job Title:

Supervisor:

To:

Department Name & #:

Hire Date

Evaluation Type: Annual: ☐ 2nd Month: ☐ 5th Month ☒ Other: ☐ Specify: _____

Evaluation Period: From:

Physical Work Location:

Date Last Transfer/Promotion:

Section II Job Responsibilities and Performance Ratings

Performance Rating Scale

4-Exceptional Performance: Consistently exceed standards
3-Exceeds Standards: Clearly above acceptable standards
2-Meets Standards: Meets expected standards
1-Below Standards: Performance sometimes meets expected standards
If two check boxes are selected it indicates a borderline value and the average of the two will be given

Job Functions & responsibilities - Application of knowledge skill and ability.

Performance Expectations

	Below Standards	Meets Standards	Exceeds Standards	Exceptional	N/A
1. Demonstrates knowledge of all aspects of the job.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Produces expected quality of work; is completed accurately, thoroughly, and with attention to appropriate detail.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Produces expected quantity of work; completes work in expected time frames; uses work time appropriately.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Effectively uses decision-making and problem skills. E.g. identifies problems accurately; responds appropriately to resolve them.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Notices and recalls physical details and irregularities in work environment which could affect work; notices relationships between data; interprets and uses information correctly.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Performance Comments:

Name: 0 Employee #: 0 Evaluation Period: From: 01/00/00 To: 01/00/00

Job functions & Responsibilities - Performance Management. Manages time, materials, and resources such that work is performed safely and efficiently.

Performance Expectations:

	Below		Meets		
	Standards	Exceeds	Standards	Exceeds	N/A
6. Plans and organizes work to minimize lost time and increase productivity.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Looks for ways to streamline work and improve results.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Assumes additional responsibility when necessary.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Anticipates things that could affect work and works proactively.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Performance Comments:

Additionally, For Managers, Supervisors, and Team Leaders: Creates and maintains high performance environment characterized by

- | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|
| 10. Defines goals and expectations at beginning of performance period. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 11. Communicates regularly with staff on progress towards goals; provides feedback and initiates corrective action; supports staff by giving praise as well as constructive criticism. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 12. Conducts performance evaluations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 13. Trains and develops employees. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Performance Comments:

Job Functions & Responsibilities - Customer Relations, Oral Communications, Interpersonal, and Teamwork Skills.

Develops and maintains effective business relationships. Understands internal and external customers. Recognizes employees and supervisors are customers of one another. Supervisors treat employees as they want employees to treat customers.

Performance Expectations:

	Below		Meets		
	Standards	Exceeds	Standards	Exceeds	N/A
14. Treats others with respect and courtesy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. Works cooperatively with others; assists others; actively listens to others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Speaks clearly and is easily understood.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Asks questions for clarification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18. Responds constructively to conflict, e.g., with co-workers or customers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Accepts responsibility for own mistakes and learns from others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Accepts direction and feedback from supervisors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Performance Comments:

Name: 0 Employee #: 0 Evaluation Period: From: 01/00/00 To: 01/00/00

Job Functions & Responsibilities - Organizational Commitment. Displays a high level of effort and job commitment to the job; operates effectively within the organizational structure; demonstrates trustworthiness and responsible behavior.

	Meets				N/A
	Below Standards	Standards	Exceeds Standards	Exceptional	
Performance Expectations:					
21. Demonstrates eagerness to learn and assume responsibility; looks for and accomplishes additional work; demonstrates "can do" approach.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Shows persistence and looks for alternatives when obstacles arise.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Works within the systems in a resourceful way to accomplish reasonable results.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Adapts to change and learns new methods and procedures.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Performance Comments:

Job Functions & Responsibilities - Written Communications.

	Meets				N/A
	Below Standards	Standards	Exceeds Standards	Exceptional	
Performance Expectations:					
25. Writes legibly and clearly.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Documents communicate intended meaning to the reader.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Records, reports, and documents are accurate.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Performance Comments:

Name: 0 Employee #: 0 Evaluation Period: From: 01/00/00 To: 01/00/00

Section III - Other factors affecting performance.

Job Functions & Responsibilities - Works when scheduled. Arrives at work location (office, headquarters, field location, or special assignment location) as scheduled and as expected. Employee is fully prepared to begin work at the scheduled time and works until project is completed, as directed. Workday is appropriately dedicated to JWSC business.

Performance Expectations	Below Standards	Meets Standards	Exceeds Standards	Exceptional	N/A
28. Reports to work on time; begins and ends work as expected; calls in according to expectations; plans absences in advance.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Performance Comments:

Job Functions & Responsibilities - Dress Appropriately.

Performance Expectations:	Below Standards	Meets Standards	Exceeds Standards	Exceptional	N/A
29. Presents a neat, clean, professional appearance; dresses appropriately for the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Performance Comments:

Name: 0 Employee #: 0 Evaluation Period: From: 01/00/00 To: 01/00/00

Job Functions & Responsibilities - Observes Health and Safety Standards.

Performance Expectations:

	Below Standards	Meets Standards	Exceeds Standards	Exceptional	N/A
30. Cares for tools and equipment in a proper manner, e.g., works to protect tools and equipment from unnecessary wear, tear, and damage. Uses tools, machinery, and equipment safely; drives safety & defensively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
31. Wears appropriate safety gear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Performance Comments:

Section IV - Summary:

Supervisor comment:

Goals for next rating period:

Overall Evaluation: 2.58

0 Employee #: 0 Evaluation Period: From: 01/00/00 To: 01/00/00

Driver's License #: State: Expiration Date: Restrictions:

Employee Comments:

Signatures:

Employee: Date:

First Line Supervisor:

Date:

Up-Line Supervisor:

Date:

Department Head:

Date:

Human Resources:

Date:

**Brunswick – Glynn County Joint Water & Sewer
Commission**
Performance Increase Scale

Incremental % increases were derived by dividing 5% by 6 increments – adding .84% to each preceding increase up to a cap of 5%.	
Actual employee Scores on 4 pt scale	Percent performance increase
<2	0%
2.0 – 2.33	.84%
2.34 – 2.66	1.68%
2.67 – 2.99	2.52% - Exceeds Standards
3.0 – 3.33	3.36%
3.34 – 3.66	4.2%
3.67 – 4.0	5.0%

Performance Appraisal for Non-Exempt Employees

1. Name (Last, First Middle): Moore, Dudley		2. Job Classification: SCADA Chief Operator	
3. Status: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Probationary		4. Department: Water and Sewer	5. Job Start Date: 6/18/89
6. Occasion for Report: <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Monthly (Probationary) <input type="checkbox"/> Other		7. Period of Report From: 6/18/13 To: 6/18/14	
8. Department Head (Last, First): Junkin, Jimmy		9. Mid-Year Counsel Date:	
10. Counselor: Stephen Daly		11. Signature of Employee Counseled:	

Purpose: The purpose of conducting the Performance Appraisal is to 1) Develop better communication between the employee and the supervisor; 2) Improve the quality of work; 3) Increase productivity; and 4) Promote employee development.

Consider the employee's performance in each category and evaluate the level of performance that most accurately describes his/her job performance. The following is a general description of each level of performance:

5 - Greatly exceeds expectations. The employee's performance is far above the defined expectations. The employee consistently does outstanding work, regularly going far beyond what is expected of employees in this job. Performance that exceeds expectations is due to the employee's own knowledge, skill, or effort. Any performance not consistently exceeding expectations is minor or due to events not under the control of the employee.

4 - Exceeds expectations. The employee's performance meets the defined job expectations and in many instances, exceeds job expectations. The employee generally is doing a very good job. Performance that exceeds expectations is due to the employee's own knowledge, skill, or effort.

3 - Meets expectations. The employee's performance meets the defined job expectations. The employee's performance is at the level expected for employees doing this job. The performance is due to the employee's own knowledge, skill, or effort.

2 - Progressing. The employee's performance meets some of the job expectations, but does not fully meet the remainder. Improvement is needed to fully meet expectations. The employee generally is doing the job at a minimal level or is performing less than a good job. Lapses in performance are due to the employee's own lack of knowledge, skill, or effort.

1 - Below expectations. The employee's performance generally fails to meet the expectations as defined. The employee frequently requires close supervision; the employee's work frequently must be redone; or the employee is not doing the job at the level expected for employees in this position. Unsuccessful job performance is due to the employee's own lack of knowledge, skill, or effort.

12. Job Competency (For a detailed description of each level of performance, refer to the HR Form 45A—Detailed Competencies for Non-Exempt Employees)										
a. Job Skills - Possesses skills and knowledge to perform the job competently.	5	<input checked="" type="checkbox"/>	4	<input type="checkbox"/>	3	<input type="checkbox"/>	2	<input type="checkbox"/>	1	<input type="checkbox"/>
b. Productivity - Meets standards of productivity as defined for the level and position.	5	<input type="checkbox"/>	4	<input type="checkbox"/>	3	<input checked="" type="checkbox"/>	2	<input type="checkbox"/>	1	<input type="checkbox"/>
c. Quality of Work - Demonstrates concern for the accuracy and quality of work, and takes steps to correct mistakes and improve the overall work product.	5	<input type="checkbox"/>	4	<input checked="" type="checkbox"/>	3	<input type="checkbox"/>	2	<input type="checkbox"/>	1	<input type="checkbox"/>
d. Dependability - Can be relied upon to meet deadlines and commitments, and accept responsibility for actions. Demonstrates an ability to work independently.	5	<input type="checkbox"/>	4	<input type="checkbox"/>	3	<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>
e. Communication - Organizes and expresses ideas and information clearly, using appropriate and efficient methods of conveying the information.	5	<input type="checkbox"/>	4	<input type="checkbox"/>	3	<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>
f. Customer Focus - Responds to customer requests in a timely manner. Communicates with customers to ensure that they are satisfied and that their needs are being met.	5	<input type="checkbox"/>	4	<input type="checkbox"/>	3	<input checked="" type="checkbox"/>	2	<input type="checkbox"/>	1	<input type="checkbox"/>
g. Initiative - Works independently to solve problems. Looks for opportunities to take on more responsibility.	5	<input type="checkbox"/>	4	<input type="checkbox"/>	3	<input checked="" type="checkbox"/>	2	<input type="checkbox"/>	1	<input type="checkbox"/>
h. Teamwork - Exchanges ideas and contributes skills that complement those of co-workers. Fulfills commitments to co-workers.	5	<input type="checkbox"/>	4	<input type="checkbox"/>	3	<input checked="" type="checkbox"/>	2	<input type="checkbox"/>	1	<input type="checkbox"/>
i. Responsibility - Demonstrates a commitment to the public perception of the department. Follows through on commitments and admits mistakes.	5	<input type="checkbox"/>	4	<input checked="" type="checkbox"/>	3	<input type="checkbox"/>	2	<input type="checkbox"/>	1	<input type="checkbox"/>
j. Interpersonal Skills - Is sensitive to the needs, feelings and capabilities of others. Approaches others in a non-threatening and pleasant manner and treats them with respect.	5	<input type="checkbox"/>	4	<input type="checkbox"/>	3	<input checked="" type="checkbox"/>	2	<input type="checkbox"/>	1	<input type="checkbox"/>

Performance Appraisal for Non-Exempt Employees (continued)

1. Name (Last, First, Middle): Moore, Dudley	2. Job Classification: SCADA Chief Operator
<p>13. Comments on Performance:</p> <p>A Review Dudley's past appraisals indicates that his performance as declined. He has the technical knowledge and skills to do an excellent job. He is a critical team member at the water plant. Recently his performance is improving.</p>	
<p>14. Areas Requiring Improvement: Describe the specific areas in which you feel the employee needs to improve. Also, describe the specific actions that will be taken by you and the employee to strengthen these areas, and training required, and the deadline for which improvements are expected.</p> <p>Work towards completing projects. Provide leadership on process and plant improvements. Demonstrate initiative which in the past has been a strong characteristic for him.</p> <p>Communication with supervisor on attendance needs to improve. Continue to develop interpersonal skills with other staff.</p> <p>Dewayne needs to keep me informed on what he is working on and where he is.</p>	
<p>15. Goals: List the goals to be accomplished during the upcoming year.</p> <p>Finish the SCADA Field improvements project.</p> <p>Finish the SCADA server upgrade project.</p> <p>Organize the electrical supply room.</p> <p>Participate on team to develop in-house educational program.</p>	
<p>16. Qualifications/Achievements: List any education, awards, community involvement, etc. achieved during this period.</p>	
<p>17. Overall Performance:</p> <p>5 <input type="checkbox"/> Greatly Exceeds Expectations</p> <p>4 <input type="checkbox"/> Exceeds Expectations</p> <p>3 <input checked="" type="checkbox"/> Meets Expectations</p> <p>2 <input type="checkbox"/> Progressing</p> <p>1 <input type="checkbox"/> Below Expectations</p>	<p>18. Signature of Rater/Supervisor:</p> <p style="text-align: right;">Date:</p> <hr/> <p>19. Signature of Department Head:</p> <p style="text-align: right;">Date:</p> <hr/> <p>20. Signature of Employee. "I have seen this report, been apprised of my performance, and understand my right to submit a statement."</p> <p><input type="checkbox"/> I intend to submit a statement. <input type="checkbox"/> I do not intend to submit a statement.</p> <p style="text-align: right;">Date:</p>

Performance Appraisal for Exempt Employees

1. Name (Last, First Middle): Moore, Dudley		2. Job Classification: Assoc. Dir. of Linear Assets	
3. Status: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Probationary		4. Department: Water and Sewer	
5. Job Start Date: 11/01/15			
6. Occasion for Report: <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Monthly (Probationary) <input type="checkbox"/> Other		7. Period of Report From: 8/21/15 To: 8/20/16	
8. Department Head (Last, First): Junkin, Jimmy		9. Mid-Year Counsel Date:	
10. Counselor: Jimmy Junkin		11. Signature of Employee Counseled:	

Purpose: The purpose of conducting the Performance Appraisal is to 1) Develop better communication between the employee and the supervisor; 2) Improve the quality of work; 3) Increase productivity; and 4) Promote employee development.

Consider the employee's performance in each category and evaluate the level of performance that most accurately describes his/her job performance. The following is a general description of each level of performance:

5 - Greatly exceeds expectations. The employee's performance is far above the defined expectations. The employee consistently does outstanding work, regularly going far beyond what is expected of employees in this job. Performance that exceeds expectations is due to the employee's own knowledge, skill, or effort. Any performance not consistently exceeding expectations is minor or due to events not under the control of the employee.

4 - Exceeds expectations. The employee's performance meets the defined job expectations and in many instances, exceeds job expectations. The employee generally is doing a very good job. Performance that exceeds expectations is due to the employee's own knowledge, skill, or effort.

3 - Meets expectations. The employee's performance meets the defined job expectations. The employee's performance is at the level expected for employees doing this job. The performance is due to the employee's own knowledge, skill, or effort.

2 - Progressing. The employee's performance meets some of the job expectations, but does not fully meet the remainder. Improvement is needed to fully meet expectations. The employee generally is doing the job at a minimal level or is performing less than a good job. Lapses in performance are due to the employee's own lack of knowledge, skill, or effort.

1 - Below expectations. The employee's performance generally fails to meet the expectations as defined. The employee frequently requires close supervision; the employee's work frequently must be redone; or the employee is not doing the job at the level expected for employees in this position. Unsuccessful job performance is due to the employee's own lack of knowledge, skill, or effort.

12. Job Competency (For a detailed description of each level of performance, refer to HR Form 44A—Detailed Competencies for Exempt Employees)					
a. Job Skills - Possesses skills and knowledge to perform the job competently.	5 <input checked="" type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
b. Productivity - Meets standards of productivity as defined for the level and position.	5 <input checked="" type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
c. Quality of Work - Demonstrates concern for the accuracy and quality of work, and takes steps to correct mistakes and improve the overall work product.	5 <input checked="" type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
d. Dependability - Can be relied upon to meet deadlines and commitments, and accept responsibility for actions. Demonstrates an ability to work independently.	5 <input checked="" type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
e. Communication - Organizes and expresses ideas and information clearly, using appropriate and efficient methods of conveying the information.	5 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
f. Encouraging Customer Focus - Sets an example by demonstrating a high level of customer service. Fosters an environment where customer service is a priority.	5 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
g. Responsibility - Demonstrates a commitment to the public perception of the organization. Follows through on commitments and admits to mistakes.	5 <input checked="" type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
h. Solving Problems- Takes a proactive approach with problems. When problems occur, defines the problem, investigates obstacles, and analyzes alternative solutions.	5 <input checked="" type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
i. Flexibility/Versatility - Accepts changes and responds to setbacks with minimal disruption. Able to take on a variety of tasks and roles in the organization.	5 <input checked="" type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
j. Managing Multiple Priorities - Handles multiple assignments and priorities while fulfilling all commitments. Accepts new responsibilities and adapts to changes in procedures.	5 <input checked="" type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>

Performance Appraisal for Exempt Employees (continued)

1. Name (Last, First, Middle): Moore, Dudley	2. Job Classification: Assoc. Dir. of Linear Assets
<p>13. Comments on Performance:</p> <p>Dudley has great vision and energy regarding the areas he is responsible for. He routinely finds efficiencies within those areas and combines resources from those areas to provide the most effective results possible. He also continually re-examines opportunities in those areas and in working with other divisions to achieve greater efficiencies and effectiveness across the boards. Asset Management is taking great strides in the WSD as a result of his leadership.</p>	
<p>14. Areas Requiring Improvement: Describe the specific areas in which you feel the employee needs to improve. Also, describe the specific actions that will be taken by you and the employee to strengthen these areas, and training required, and the deadline for which improvements are expected.</p> <p>Needs to be careful to give enough details to insure superiors and others have all the facts needed to act on his requests and recommendations</p>	
<p>15. Goals: List the goals to be accomplished during the upcoming year.</p> <p>Get WTP's on Asset Management in Lucity</p>	
<p>16. Qualifications/Achievements: List any education, awards, community involvement, etc. achieved during this period.</p>	
<p>17. Overall Performance:</p> <p>5 <input checked="" type="checkbox"/> Greatly Exceeds Expectations</p> <p>4 <input type="checkbox"/> Exceeds Expectations</p> <p>3 <input type="checkbox"/> Meets Expectations</p> <p>2 <input type="checkbox"/> Progressing</p> <p>1 <input type="checkbox"/> Below Expectations</p>	<p>18. Signature of Rater/Supervisor:</p> <p style="text-align: right;">Date:</p> <hr/> <p>19. Signature of Department Head:</p> <p style="text-align: right;">Date:</p> <hr/> <p>20. Signature of Employee. "I have seen this report, been apprised of my performance, and understand my right to submit a statement."</p> <p><input type="checkbox"/> I intend to submit a statement. <input type="checkbox"/> I do not intend to submit a statement.</p> <p style="text-align: right;">Date:</p>

Brunswick-Glynn Joint Water and Sewer Commission Pay Plan

Per Condrey Study

Pay Grade	Job Title	Minimum Annual	Minimum Hourly	Hiring Range Max. Annual	Hiring Range Max. Hourly	Midpoint Annual	Midpoint Hourly	Maximum Annual	Maximum Hourly
1	Plan A (100%)	18,918.40	9.10	21,283.20	10.23	23,648.00	11.37	28,377.60	13.64
2		19,876.14	9.56	22,360.66	10.75	24,845.18	11.94	29,814.21	14.33
3		20,882.37	10.04	23,492.67	11.29	26,102.97	12.55	31,323.56	15.06
4		21,939.54	10.55	24,681.99	11.87	27,424.43	13.18	32,909.31	15.82
5		23,050.23	11.08	25,931.51	12.47	28,812.79	13.85	34,575.35	16.62
6		24,217.15	11.64	27,244.29	13.10	30,271.44	14.55	36,325.73	17.46
7		25,443.14	12.23	28,623.54	13.76	31,803.93	15.29	38,164.72	18.35
8		26,731.20	12.85	30,072.60	14.46	33,414.00	16.06	40,096.80	19.28
9	Meter Service Worker I Utility Maintenance Worker I Utility Service Worker I	28,084.47	13.50	31,595.03	15.19	35,105.59	16.88	42,126.70	20.25
10	Billing Technician Customer Service Representative I Manhole Rehab Technician Wastewater Treatment Technician Meter Service Worker II Utility Maintenance Worker II Utility Service Worker II	29,506.25	14.19	33,194.53	15.96	36,882.81	17.73	44,259.37	21.28
	WW Operator Trainee	31,000.00	14.90	34,875.00	16.77	38,750.00	18.63	46,500.00	22.36

Brunswick-Glynn Joint Water and Sewer Commission Pay Plan

Per Condrey Study

Pay Grade	Job Title	Minimum Annual	Minimum Hourly	Hiring Range Max. Annual	Hiring Range Max. Hourly	Midpoint Annual	Midpoint Hourly	Maximum Annual	Maximum Hourly
11	Water Operator Trainee Customer Service Representative II	32,569.38	15.66	36,640.55	17.62	40,711.72	19.57	48,854.06	23.49
12	Accounts Receivable Technician Equipment Operator Field Service Investigator Inflow & Infiltration Technician I Inventory Technician Line Cleaning Crew Technician Line Locator/GIS Assistant Pumping System Technician Special Accounts Billing Technician Utility Locator WW Maintenance Mechanic WW Treatment Plant Operator III Water Treatment Plant Operator III								
13	Lab Analyst I Inflow & Infiltration Technician II WW Treatment Plant Operator II Water Treatment Plant Operator II	34,218.20	16.45	38,495.47	18.51	42,772.75	20.56	51,327.30	24.68
14	Accounts Payable Coordinator Administrative Coordinator Building & Grounds Crew Leader Construction Crew Leader Pumping Systems Crew Leader Senior WW Maintenance Mechanic Utility Service Crew Leader Water Distribution Crew Leader Administrative Coordinator Procurement Technician	35,950.50	17.28	40,444.31	19.44	44,938.12	21.60	53,925.74	25.93
15	WW Treatment Plant Operator I Water Treatment Plant Operator I Lab Analyst II	37,770.49	18.16	42,491.80	20.43	47,213.11	22.70	56,655.73	27.24
	Accounts Receivable Supervisor	39,682.62	19.08	44,642.95	21.46	49,603.28	23.85	59,523.93	28.62

Brunswick-Glynn Joint Water and Sewer Commission Pay Plan

Per Condrey Study

Pay Grade	Job Title	Minimum Annual	Minimum Hourly	Hiring Range Max. Annual	Hiring Range Max. Hourly	Midpoint Annual	Midpoint Hourly	Maximum Annual	Maximum Hourly
16	Billing Supervisor Collection Systems Analyst Utility Inspector	41,691.55	20.04	46,903.00	22.55	52,114.44	25.06	62,537.33	30.07
17	Accountant I GIS Analyst Line Cleaning Crew Supervisor Meter Service Supervisor Senior Laboratory Analyst WW Construction Supervisor WW Maintenance Supervisor Commission Clerk/Liability Claims Manager	43,802.19	21.06	49,277.46	23.69	54,752.74	26.32	65,703.28	31.59
18	Customer Service Supervisor	46,019.67	22.12	51,772.13	24.89	57,524.59	27.66	69,029.51	33.19
19	Fleet Maintenance Manager GIS Supervisor Operations Analyst Planning & Development Coordinator Senior Utility Inspector WW Pretreatment Compliance Coord Lift Station Supervisor Systems Monitoring Supervisor Fleet Maintenance Manager Senior Accountant	48,349.42	23.24	54,393.10	26.15	60,436.78	29.06	72,524.13	34.87
20									
21	General Services Mang/HR Coord Wastewater Treatment Supervisor Water Distribution Supervisor	53,368.71	25.66	60,039.80	28.87	66,710.89	32.07	80,053.07	38.49
	Engineer I	58,909.07	28.32	66,272.71	31.86	73,636.34	35.40	88,363.61	42.48

Brunswick-Glynn Joint Water and Sewer Commission Pay Plan

Per Condrey Study

Pay Grade	Job Title	Minimum Annual	Minimum Hourly	Hiring Range Max. Annual	Hiring Range Max. Hourly	Midpoint Annual	Midpoint Hourly	Maximum Annual	Maximum Hourly
22									
23	Purchasing Director Systems Pumping & Maintenance Super Wastewater Treatment Superintendent Water Distribution Superintendent Water Production Superintendent Engineer II (PE)	65,024.59	31.26	73,152.67	35.17	81,280.74	39.08	97,536.89	46.89
24		71,774.99	34.51	80,746.86	38.82	89,718.73	43.13	107,662.48	51.76
25	Director of Administration	79,226.15	38.09	89,129.42	42.85	99,032.69	47.61	118,839.23	57.13
26	Engineering Director	87,450.85	42.04	98,382.21	47.30	109,313.56	52.55	131,176.28	63.07
27	Deputy Director	96,529.38	46.41	108,595.55	52.21	120,661.72	58.01	144,794.06	69.61
28	Executive Director	106,550.37	51.23	119,869.17	57.63	133,187.96	64.03	159,825.55	76.84



To: JWSC Commissioners

From: John D. Donaghy, Director of Administration

Date: March 2, 2017

Re: Amendment to Compensated Absences

Background:

JWSC Staff has proposed the extension of the Probationary Period for newly hired employees from six months to one year.

Recognizing that newly hired employees may incur illnesses or have the need to otherwise take time off from work during their probationary period. Staff has proposed a change in the Personnel Policy to allow newly hired employees to utilize 30 hours of sick leave and 30 hours of vacation leave prior to the accrual of those hours.

Recommendation:

The Human Resources Committee and the Finance Committee of the Brunswick-Glynn County Joint Water and Sewer Commission have reviewed the changes and recommend the approval of the proposed changes to the Human Resources Policy of the JWSC.

Motion:

“I move that the Brunswick-Glynn County Joint Water and Sewer Commission approve the proposed changes to the Compensated Absences of the Personnel Policy of the JWSC, subject to the policy language being reviewed by legal counsel.”



PROPOSED AMENDMENTS TO THE PROBATIONARY PERIOD AND PAID TIME OFF BENEFITS

CURRENT SYSTEM

- Newly hired or rehired employees are on a six month introductory period.
 - Upon date of hire, employees begin to accrue both paid vacation time and paid sick time at a rate of 3.7 hours of each per pay period.
 - These paid time off benefits cannot be redeemed until the six month introductory period is successfully completed.
 - As the probationary period for new employees or existing employees moving to new positions may be increased from the current six months to one year of employment, we need to modify our policies for use of paid time off benefits.
-

PROPOSED SYSTEM

- Upon hire, new employees will begin with a bank of 30 hours of sick leave time and 30 hours of vacation time.
- Should circumstances develop where that employee needs to take a sick day or requires a day off work by using a vacation day, the employee can redeem these paid time benefits without a waiting period.
- The bank of 30 hours sick time and 30 hours vacation time is the same accrual that employee would have accrued by their eighth pay period. (30 hours divided by 3.7 for each benefit)
- Upon reaching their ninth pay period, the employee will begin the regular accrual of 3.7 hours per pay period.
- Should a newly hired employee have exhausted their 30 hours sick time prior to reaching their 8th pay period, the employee would have to take day(s) off without pay.

JOB CORPS

Success Lasts a Lifetime



www.jobcorps.gov • www.recruiting.jobcorps.gov • (800) 733-JOBS [5627]

Job Corps

- Established in 1964 by the Economic Opportunity Act
- Current authority: Workforce Investment Act of 1998, as amended
- More than \$1.5 billion annual appropriation



Job Corps

- More than 2.6 million young people trained and educated
- Enrolls 60,000 new students who meet low-income criteria each year
- Self-paced, open-entry/open-exit

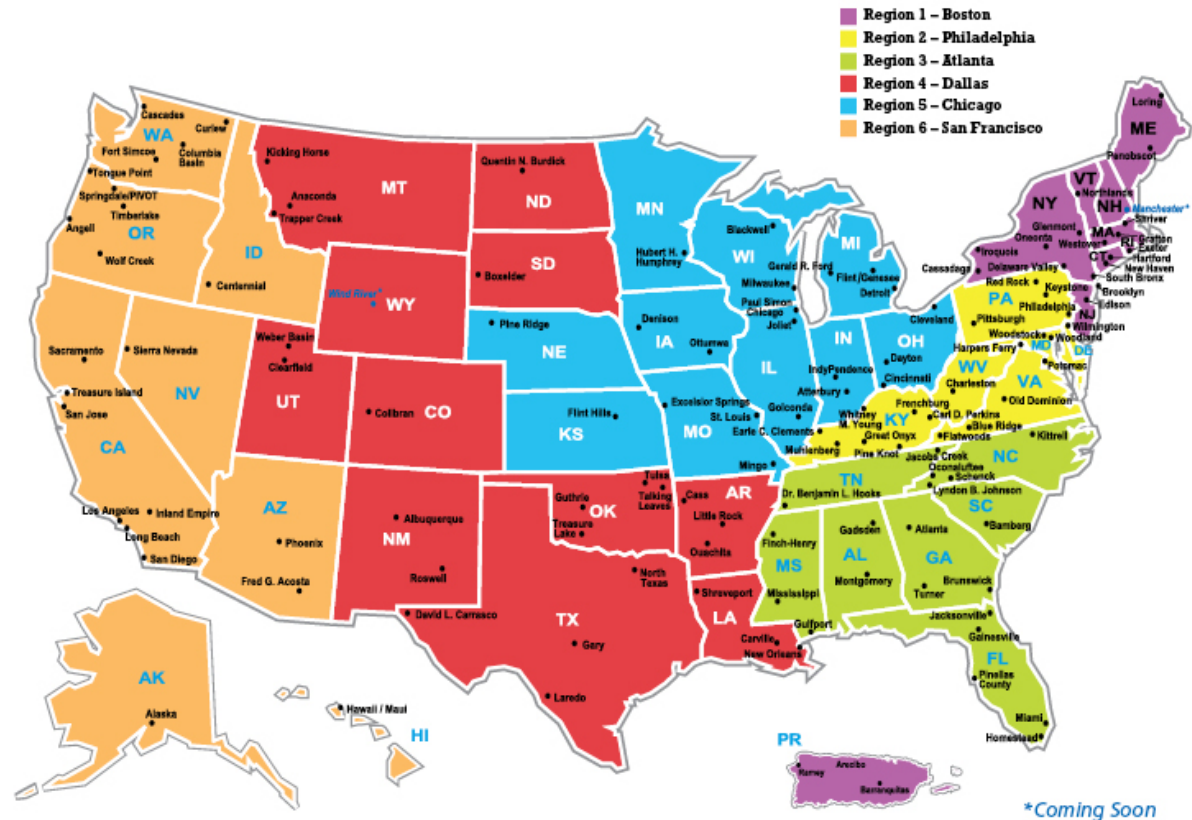


Job Corps' Mission

To attract young adults, teach them relevant skills needed to become employable and independent, and help prepare them for success in life by securing meaningful jobs or opportunities for further education.



125 Centers Nationwide



What Job Corps Offers

1. Career Technical Training

More than 100 career training programs

2. Academic Training

Emphasis on high school diploma or GED attainment

3. Career Success Standards

Focus on social, employability, and independent-living skills



Training For Success

Career Technical Training

- 100-plus career training areas
- Advanced training in specific areas
- National training contractors
- State-of-the-art tools and technology
- Select career areas offer training in “green” practices



Career Pathways

- Advanced Manufacturing
- Automotive and Machine Repair
- Construction
- Finance and Business
- Health Care
- Homeland Security
- Hospitality
- Information Technology
- Renewable Resources and Energy
- Retail Sales and Services
- Transportation



Training For Success

Educational opportunities

- High school diploma (partnerships with local school districts)
- GED
- Qualified instructors
- Technology-focused
- Higher education opportunities with technical and community colleges



Training For Success

Career Success Standards

- Professionalism
- Being on time
- Professional dress
- Positive social skills
- Accountability
- Commitment



Our Students

- Ages 16 through 24
- From an economically disadvantaged background (below the poverty level)
- A U.S. citizen, U.S. national, legal resident, or permanent resident alien willing to sign a Zero Tolerance contract and committed to the opportunities Job Corps provides



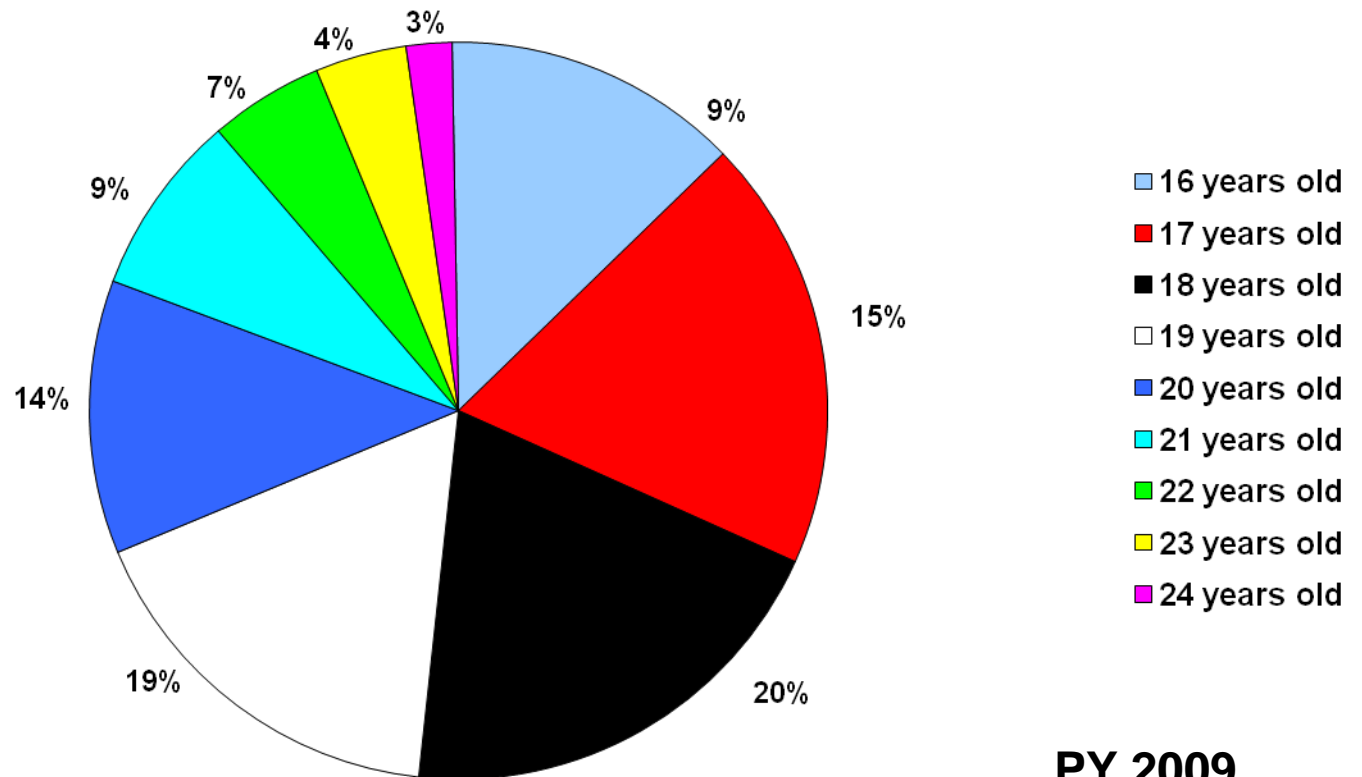
Our Students

The typical Job Corps student:

- Has not completed high school
- Reads slightly below the eighth-grade level
- Has never had a full-time job
- Is 18 years old and is from an economically disadvantaged family



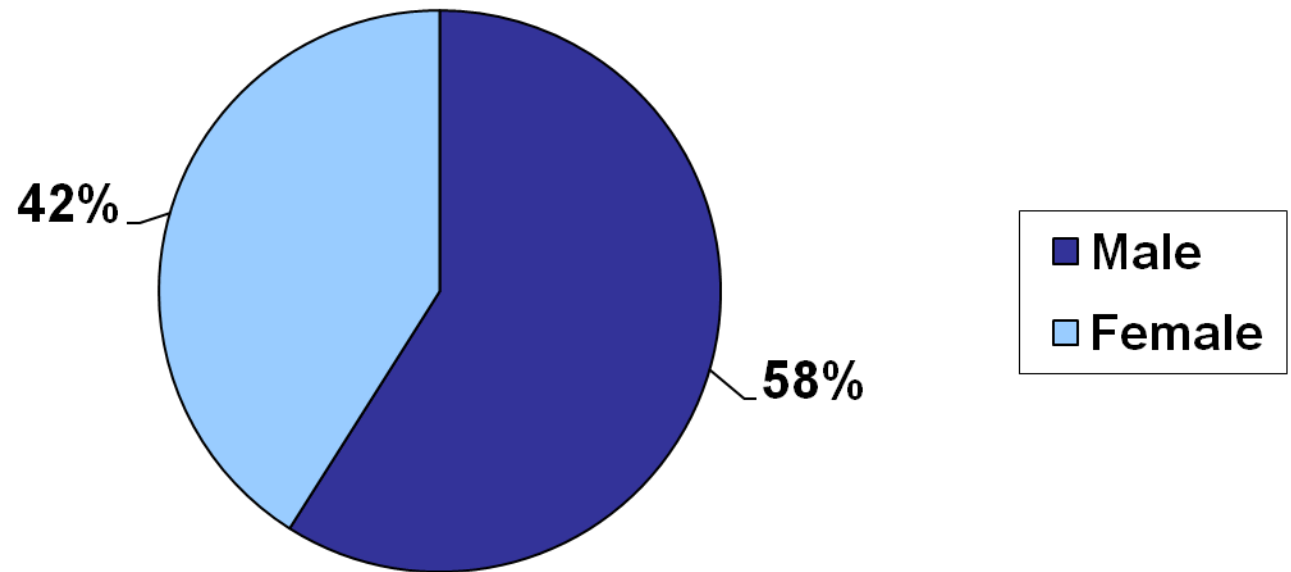
Age Breakdown



PY 2009



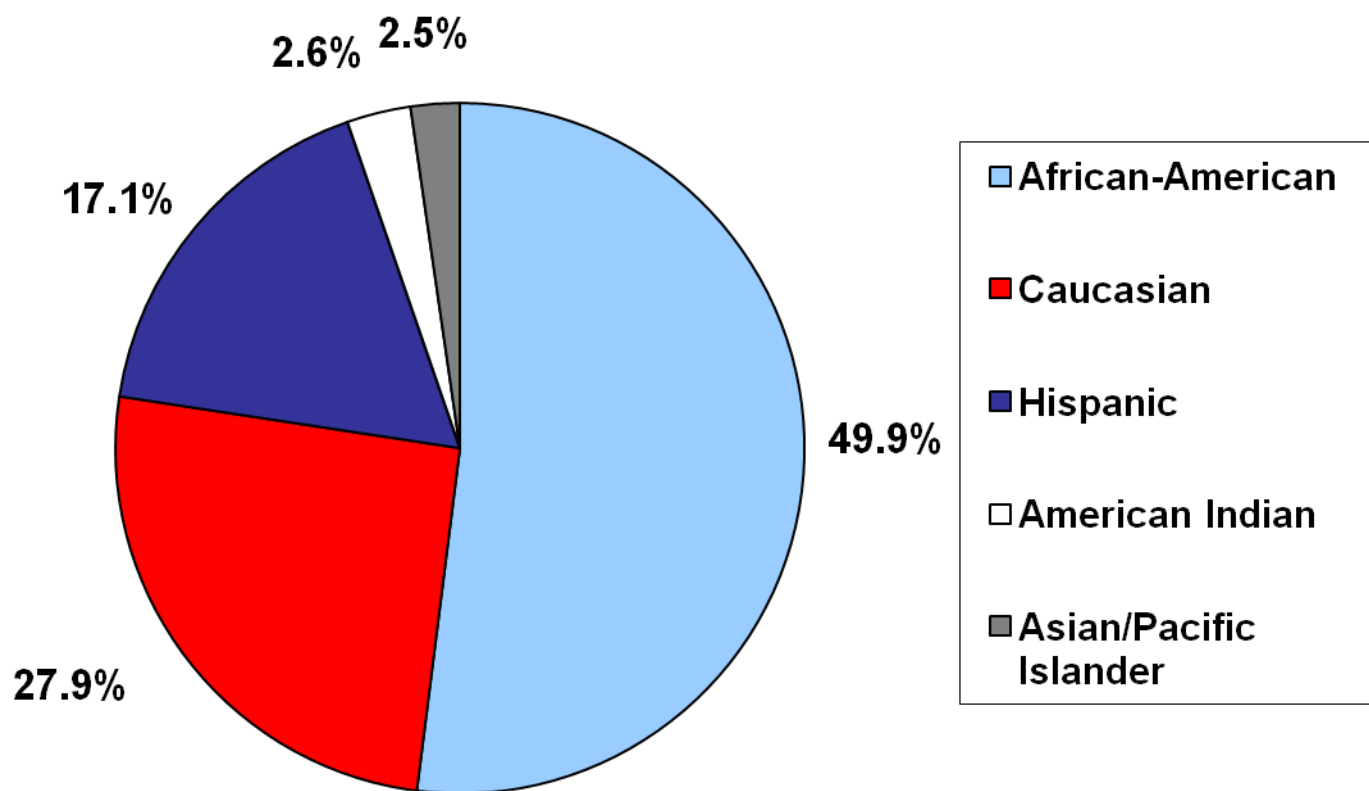
Gender Breakdown



PY 2009



Ethnic Breakdown



PY 2009



National Leadership

- Located in Washington, D.C.
- Led by National Director, Edna Primrose
- Develops policy, procedures, and financial and facilities management



Regional Leadership

Provides contract and operations oversight

Six Regional Offices, each headed by a Regional Director

- Boston
- Philadelphia
- Atlanta
- Dallas
- Chicago
- San Francisco



How Services Are Provided

- **Center Operations** (3 new centers in the works)
 - Private Contractors (96 centers)
 - U.S. Department of Agriculture (28 centers)
- **Outreach and Admissions (OA)**
- **Career Transition Services (CTS)**



Life On Center

Job Corps provides students with:

- Drug- and violence-free environment (zero tolerance)
- Housing and dining services
- Health and wellness services
- Biweekly living allowance
- Career transition readiness
- Transition services, including job placement assistance



Life On Center

Each center offers recreational and leisure-time opportunities for students, such as:

- Student Government Association
- Student Ambassador program
- Career area leadership opportunities
- Community service opportunities
- Local cultural outings
- Clubs
- Sports
- Movies



How Job Corps Works

Career Development Services System

- Designed to help students achieve their career objectives
- Four stages of CDSS build on one another:
 1. Outreach and Admissions (OA)
 2. Career Preparation Period (CPP)
 3. Career Development Period (CDP)
 4. Career Transition Period (CTP)



How Job Corps Works

Outreach and Admissions (OA)

Applicants are introduced to:

- Academic training
- Career technical training (occupational offerings)
- Life on center
- Responsibilities
- Zero Tolerance Policy
- Personal Career Development Plan
- Post-center transition services



How Job Corps Works

Career Preparation Period (CPP)

- First 60 days on center
- Introduction to center rules and safety
- Aptitude tests and shadowing to determine academic and career technical training
- Introduction to health and wellness
- Employability and job search skills
- Begin Personal Career Development Plan



How Job Corps Works

Career Development Period (CDP)

- High school diploma or GED
- Career technical training
- Work-based learning
- Employability and social skills
- Independent-living skills
- Job search skills
- Community service activities
- Leadership opportunities
- Update Personal Career Development Plan
- Career Transition Readiness



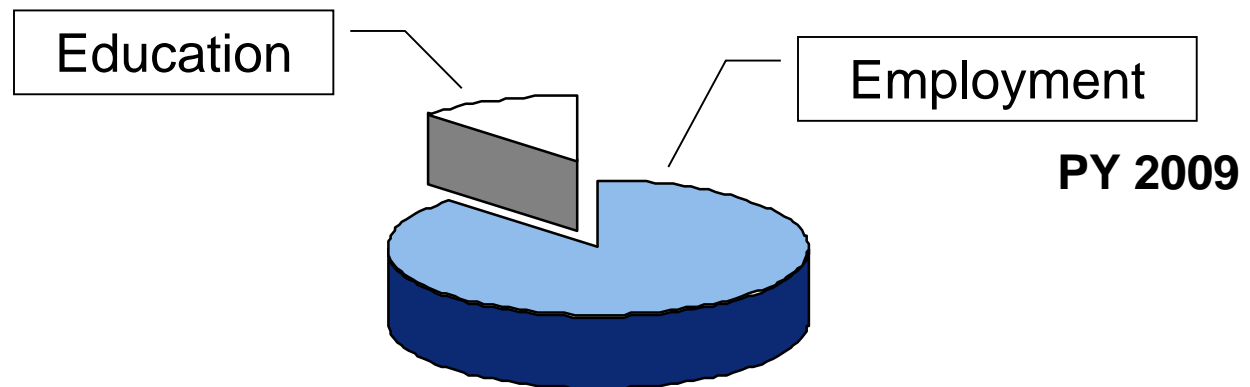
Job Corps Works

Placement Rate 76%

Employment 60%

Education 16%

Placement



For More Information

(800) 733-JOBS [5627]

www.jobcorps.gov

www.recruiting.jobcorps.gov

www.mifuturo.jobcorps.gov



JOB CORPS

Success Lasts a Lifetime



www.jobcorps.gov • www.recruiting.jobcorps.gov • (800) 733-JOBS [5627]

JWSC CLAIMS HISTORY

CLAIMS HISTORY			
Policy Year	Incurred	Claims	Indemnity Claims
2012	\$194,125	23	6
2013	\$133,756	13	3
2014	\$90,195	18	3
2015	\$7,636	14	0
2016	174,898*	20	3
* Denotes reserves still on claims			

Type of Injury	2014	2015	2016
Sprains	2	1	1
Inhalation	0	1	2
Slip/Trip/Fall	1	1	0
Allergic Reaction	0	1	1
Insect Bites	4	2	2
Contusions	0	1	0
Strains	1	1	2
Cuts	4	1	0
Heat Injury	0	2	0
Struck By	4	2	5
MVA	0	1	5
Wrist/Carpel	1	0	1
Eye Injury	1	0	0
Caught Between	0	0	1
Total	18	14	20

Brunswick-Glynn County Joint Water and Sewer Commission

Recruiting & Turnover Statistics

1. Number of job announcements and where placed. 6 total as of 3/2/17:

- Manhole Rehab Technician
- Water Treatment Plant Operator III (*also posted on GA DOL website*)
- Backflow Inspector
- Backflow Compliance Coordinator
- Utility Service Worker I
- Equipment Operator

All positions are posted on the BGJWSC website, Teamwork Services, Inc. website, and in the Golden Isles News (ad attached).

2. Number of days it takes to fill a particular position.

This varies. It depends on department needs.

3. Number of job applications/resumes submitted. 378 applications since January 1, 2017.

Currently Posted

Position	Date Posted	# of Applications
Manhole Rehab Technician	2/3/17	5
Water Treatment Plant Operator III	1/30/17	5
Backflow Inspector	6/13/16	19 (15 in 2016, 4 in 2017)
Backflow Compliance Coordinator	6/13/16	27 (20 in 2016, 7 in 2017)
Utility Service Worker I	4/18/16	144 (116 in 2016, 28 in 2017)
Equipment Operator	4/1/15	197 (70 in 2015, 114 in 2016, 13 in 2017)

Closed During 2017

Position	Dates Posted	# of Applications
Water Distribution Crew Leader	1/12/16 – 2/7/17	31 (28 in 2016, 3 in 2017)
Procurement Coordinator	1/23/17 – 2/7/17	120
Utility Crew Member	6/23/16 – 2/3/17	112 (83 in 2016, 29 in 2017)
Executive Commission Administrator	1/3/17 – 1/12/17	94
IT Technician	12/27/16 – 1/3/17	97 (85 in 2016, 12 in 2017)
Wastewater Treatment Plant Operator	1/12/16 – 2/15/17	90 (81 in 2016, 9 in 2017)
Wastewater Maintenance Supervisor	1/5/17 – 2/15/17	3
Wastewater Treatment Technician	6/23/16 – 2/15/17	36 (23 in 2016, 13 in 2017)
Administrative Coordinator for WD	1/13/17 – 2/17/17	31

4. Employee Referrals

1/31/17 – 2/28/17: 36 employee referrals

5. Turnover ratio - by division - for the past 12 months. See attached reports.

Information is current as of 2/28/17, unless stated otherwise.

Brunswick-Glynn County Joint Water and Sewer Commission

Turnover Rate by Department (01-01-2016 to 12-31-2016)

DEPARTMENT	TERM COUNT	TOTAL # EE	TURNOVER RATE
Director 1320	1	4.45	16.66%
Finance 1510	1	22.87	4.16%
Planning 1520	1	13.06	6.66%
Systems P&M 4331	3	43.53	5.76%
Purchasing 1530	0	1.99	0%
Wastewater Treatment 4335	4	23.86	14.28%
Water Production 4430	0	5.47	0%
Water Distribution 4440	4	13.69	21.05%
Commissioners 1110	2	4.92	40%
Maintenance & Security 4200	0	3.01	0%
Organization-Wide	16	136.87	9.93%

TERM REASONS:

FLOA (FAILURE TO RETURN FROM LOA)
 FLOA (FAILURE TO RETURN FROM LOA)
 NCNS (NO CALL NO SHOW)
 NCNS (NO CALL NO SHOW)
 OJOB (OTHER JOB)
 OTH (OTHER)
 PER (QUIT--PERSONAL REASONS)
 PER (QUIT--PERSONAL REASONS)
 PERWON (QUIT W/O NOTICE--PERSONAL REASONS)
 TJE (TEMPORARY JOB ENDED)
 UNK (QUIT-REASON UNKNOWN)
 UNK (QUIT-REASON UNKNOWN)
 VEA (VIOLATION OF EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT)
 VIO (VIOLATION OF COMPANY POLICY)
 VIO (VIOLATION OF COMPANY POLICY)
 VIO (VIOLATION OF COMPANY POLICY)

Brunswick-Glynn County Joint Water & Sewer Commission

Ongoing JWSC Classified Careers Ad in The Golden Isles Newspaper



JWSC OFFERS MORE THAN A JOB, IT'S A CAREER!

The Brunswick-Glynn Joint Water & Sewer Commission
has immediate openings for the following positions:

Backflow Compliance Coordinator	Equipment Operator
Backflow Inspector	Wastewater Maintenance Supervisor
Utility Service Worker I	Manhole Rehab Technician
Water Distribution Crew Leader	Wastewater Treatment Technician
Administrative Coordinator	Water Treatment Plant Operator III

A Career with BGJWSC includes on the job training, certifications & licensing in a stable profession with opportunity for advancement. Benefits we offer are; a Competitive Salary, Major Medical, Dental & Vision Insurance, Employer Paid Life & Long Term Disability Insurance, Short Term Disability, Supplemental Life Insurance, Flexible Spending Account, Dependent Care Spending Account, Employee Assistance Program, Deferred Compensation & Defined Benefit Plans, 529 College Savings Plan, Education Assistance and Incentives, as well as Generous Paid Vacation, Sick & Holiday Leave.

All qualified candidates must pass a Motor Vehicle Report, Criminal History, Pre-employment Drug Screen and a Pre-employment Physical. Go to www.bgjwsc.org for more details on each position and their requirements.

To apply submit your application to: Teamwork Services, Inc.,
700 Gloucester Street, Suite 302, Brunswick, GA 31520, M-F 8:30am to 4pm.

The BGJWSC is an Equal Opportunity Employer & a Drug Free Workplace.

**IF YOU'RE SERIOUS ABOUT LOOKING FOR GOOD LONG TERM
EMPLOYMENT WITH LOTS OF GROWTH POTENTIAL, COME SEE US!**