

RESOLUTION NO. 31-06-06

A RESOLUTION OF THE TOWN COMMISSION OF LAKE PARK, FLORIDA, REVISING THE MERIT INCREASE RANGE FOR TOWN EMPLOYEES; REVISING THE EMPLOYEE EVALUATION FORM; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Town of Lake Park is a duly constituted municipality organized and existing under the laws of the State of Florida and Chapter 166, Fla. Stat; and

WHEREAS, in October 1997 the Town Commission established by Resolution 64 the Town of Lake Park Classification and Pay Plan which provided for a merit increase range for Town employees of zero to six (6) percent commencing October 1, 1998; and

WHEREAS, it is in the best interest of the Town and its employees to revise the employee evaluation forms for non-union employees to provide for a more equitable rating system within the 0 percent to 6 percent merit increase range as set forth in the Town of Lake Park Classification and Pay Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA:

Section 1: The whereas clauses are incorporated herein as true and correct and are hereby made a specific part of this Resolution.

Section 2. The revised employee evaluation forms, copies of which are attached hereto as Exhibits A and B and made a part hereof, are hereby approved.

Section 3. This Resolution shall take effect immediately upon adoption.

The foregoing Resolution was offered by Vice-Mayor Daly, who moved its adoption. The motion was seconded by Commissioner Osterman, and upon being put to a roll call vote, the vote was as follows:

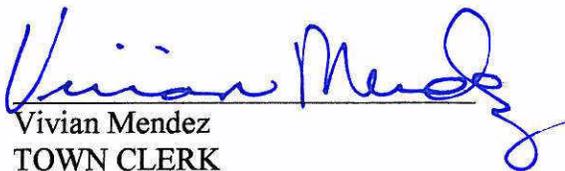
	AYE	NAY
MAYOR PAUL W. CASTRO	<u>X</u>	___
VICE-MAYOR ED DALY	<u>X</u>	___
COMMISSIONER CHUCK BALIUS	<u>X</u>	___
COMMISSIONER JEFF CAREY	<u>X</u>	___
COMMISSIONER PATRICIA OSTERMAN	<u>X</u>	___

The Town Commission thereupon declared the foregoing Resolution NO. 31-06-06 duly passed and adopted this 7 day of June, 2006.

TOWN OF LAKE PARK, FLORIDA

BY: 
PAUL W. CASTRO
MAYOR

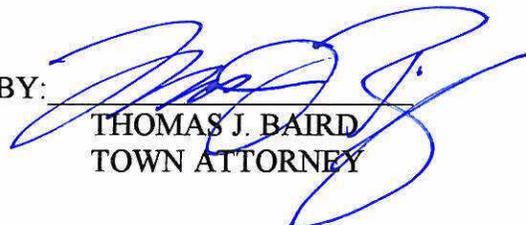
ATTEST:


Vivian Mendez
TOWN CLERK



FLORIDA

Approved as to form and legal
sufficiency:

BY: 
THOMAS J. BAIRD
TOWN ATTORNEY



TOWN OF LAKE PARK

EMPLOYEE EVALUATION FORM (Non-supervisory Non-Union Employees)

Name of Employee: _____

Position Title: _____ Department: _____

The purpose of the evaluation is to formally assess the employee's job performance over a designated period of time and to provide an opportunity for the employee and his/her immediate supervisor to discuss all aspects of the job position, and if applicable to determine performance based (i.e., merit) pay increases.¹

Type of Evaluation: Probationary Annual Other _____
Please specify

Evaluation Period: _____ to _____

Step 1. The following section is to be completed by the employee and presented to the employee's supervisor (attach additional pages if more space is needed).

1. What were your achievements/accomplishments during this review period?

2. In what areas do you think you could improve?

3. What can the Town of Lake Park or your supervisor provide to better assist you in performing your job and fulfilling your job requirements?

4. What would you like to accomplish during the next review period?

Step 2. Upon completion of Step 1, the following evaluation section is to be prepared by the employee's supervisor.

Rating Factor	Level	Definition
4	Excellent	Performance which consistently achieves and exceeds expectations. Employee seeks out opportunities for ways to achieve better results.
3	Above Acceptable	Performance frequently exceeds expectations.
2	Acceptable	Performance is consistently at acceptable levels. Understands basic techniques and procedures.
1	Needs Improvement	Performance is below the minimum requirements of the job.
N/A	Not Applicable	Rating factor is not relevant to this position.

Job Knowledge

	4	3	2	1	N/A
How well does the employee . . .	*****	*****	*****	*****	*****
Apply knowledge and skills necessary to accomplish job?					
Understand and apply standard procedures?					
Enhance his/her job knowledge, skills and abilities?					
Recognize job priorities?					
Develop realistic plans to accomplish assignment(s)?					

Average score for this section ()

Quality of Work

	4	3	2	1	N/A
How well does the employee . . .	*****	*****	*****	*****	*****
Pay attention to accuracy and detail?					
Perform work according to job requirements?					
Recommend and/or implement creative, innovative and practical solutions?	*****	*****	*****	*****	*****

Average score for this section ()

Job Dependability

	4	3	2	1	N/A
How well does the employee . . .	*****	*****	*****	*****	*****
Follow instructions and complete work on time?					
Assume full responsibility for assigned tasks?					
Demonstrate reliability with respect to work completion?					

Average score for this section ()

Job Initiative

	4	3	2	1	N/A
How well does the employee . . .	*****	*****	*****	*****	*****
Perform tasks with independence appropriate to the assignment?					
Actively seek additional assignments?					
Take effective action without being told?					
Communicate timely and accurate information to appropriate personnel?					

Average score for this section ()

Judgment

	4	3	2	1	N/A
How well does the employee . . .	*****	*****	*****	*****	*****
Assist identifying solutions to problems or alternate courses of action?					
Evaluate and pros and cons and impact prior to making decisions?					
Take appropriate action when difficult situations arise?					

Average score for this section ()

Cooperation and Customer Service

	4	3	2	1	N/A
How well does the employee . . .	*****	*****	*****	*****	*****
Accept guidance willingly?					
Work with others to accomplish tasks?					
Respond promptly and courteously to co-workers?					
Respond promptly and courteously to the public?					

Average score for this section ()

Safety

	4	3	2	1	N/A
How well does the employee . . .	*****	*****	*****	*****	*****
Show concern for the safety of co-workers and the public?					
Operate equipment and machinery in accordance with established safety rules and regulations?					
Utilize personal protective equipment (PPE) suitable to the job performed?					

Average score for this section ()

Goals

	4	3	2	1	N/A
How well does the employee . . .	*****	*****	*****	*****	*****
Assist the Town in meeting its goal of providing quality customer service to residents and businesses of the Town of Lake Park?					

Average score for this section ()

Employee Attendance

	4	3	2	1	N/A
Calculate the number of incidents of unscheduled leave and check the appropriate box indicating the range of the results.	≤ 3	4,5,6	7,8,9	≥ 10	
Calculate the number of unscheduled late arrivals and early departures and check the appropriate box indicating the range of the results.	0	1.2	3.4	≥ 5	

Average score for this section ()

List any job-related education or training programs for the employee to undertake during the next rating period.

Rating Calculation

Instructions: To calculate the average for each section, add the rating factors and divide the sum by the number of factors being added. To calculate the total rating factor, add the average scores for each section and divide by the number of sections being added.

TOTAL RATING FACTOR

- 0 – 1.99
- 2.0 to 2.3
- 2.4 to 2.7
- 2.8 to 3.1
- 3.2 to 3.5
- 3.6 to 4.0

PERCENT MERIT INCREASE

- 0 percent
- 2 percent
- 3 percent
- 4 percent
- 5 percent
- 6 percent

SUPERVISOR'S COMMENTS

Signature: _____ Date: _____

EMPLOYEE'S COMMENTS

Signature: _____ Date: _____

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For Human Resource Dept. Use Only

Current Hourly Rate: \$ _____ Merit Percent Increase: _____ % Proposed Hourly Rate: \$ _____

Approved By: _____ Date: _____
Department Head



TOWN OF LAKE PARK

EMPLOYEE EVALUATION FORM (Non-Union Supervisory)

EXHIBIT B

Name of Employee: _____

Position Title: _____ Department: _____

The purpose of the evaluation is to formally assess the employee's job performance over a designated period of time and to provide an opportunity for the employee and his/her immediate supervisor to discuss all aspects of the job position, and if applicable to determine performance based (i.e., merit) pay increases.¹

Type of Evaluation: Probationary Annual Other _____
Please specify

Evaluation Period: _____ to _____

Step 1. The following section is to be completed by the supervisor and presented to the immediate director (attach additional pages if more space is needed).

1. What were your achievements/accomplishments during this review period?

2. In what areas do you think you could improve?

3. What can the Town of Lake Park or your immediate director provide to better assist you in performing your job and fulfilling your job requirements?

4. What would you like to accomplish during the next review period?

¹ For a more detailed discussion of the employee evaluation process, please refer to the Town of Lake Park Employee Policy/Handbook.
Employee Evaluation Form (Non-Union Supervisory) Page 1 of 6 Pages
June 2006
Previous editions obsolete

Step 2. Upon completion of Step 1, the following evaluation section is to be prepared by the supervisor's immediate director.

Rating Factor	Level	Definition
4	Excellent	Performance which consistently achieves and exceeds expectations. Employee seeks out opportunities for ways to achieve better results.
3	Above Acceptable	Performance frequently exceeds expectations.
2	Acceptable	Performance is consistently at acceptable levels. Understands basic techniques and procedures.
1	Needs Improvement	Performance is below the minimum requirements of the job.
N/A	Not Applicable	Rating factor is not relevant to this position.

Planning

	4	3	2	1	N/A
How effectively does the supervisor or director . . .	*****	*****	*****	*****	*****
Set goals/objectives with end results that can be met?					
Develop strategies/tactics to meet schedules and deadlines?					
Communicate plans by involving appropriate parties?					
Average score for this section ()					

Organizing

	4	3	2	1	N/A
How effectively does the supervisor or director . . .	*****	*****	*****	*****	*****
Arrange and allocate department resources?					
Prioritize, schedule and organize work activities?					
Arrange and allocate equipment/material resources?					
Average score for this section ()					

Staffing

	4	3	2	1	N/A
How effectively does the supervisor or director . . .	*****	*****	*****	*****	*****
Assess strengths/developmental needs of staff?					
Assign staff consistent with employee job responsibilities?					
Average score for this section ()					

Financial Management

	4	3	2	1	N/A
How effectively does the supervisor or director . . .	*****	*****	*****	*****	*****
Plan (budget) for and allocate financial resources?					
Stay within appropriated funding amounts?					
Consistently secure products and/or services that are cost effective?					

Average score for this section ()

Leadership

	4	3	2	1	N/A
How effectively does the supervisor or director . . .	*****	*****	*****	*****	*****
Motivate, guide and influence staff (set a good example)?					
Create a work environment that fosters employee participation?					
Provide appropriate feedback through praise/discipline?					

Average score for this section ()

Delegating

	4	3	2	1	N/A
How effectively does the supervisor or director . . .	*****	*****	*****	*****	*****
Assign authority/responsibility when delegating tasks?					
Assign work to meet goals and promote employee growth?					
Delegate tasks that challenge and motivate employees?					
Delegate tasks that are consistent with employee job responsibilities?					

Average score for this section ()

Decision Making

	4	3	2	1	N/A
How effectively does the supervisor or director . . .	*****	*****	*****	*****	*****
Follow established policies and procedures?					
Make timely decisions?					
Implement decisions (follow through)?					

Average score for this section ()

Problem Solving

	4	3	2	1	N/A
How effectively does the supervisor or director . . .	*****	*****	*****	*****	*****
Identify problems and utilize or suggest alternative strategies for resolving problems?					
Develop and implement innovative ideas that have a positive Impact?					
Resolve daily, short-term and long-term issues?					
Evaluate alternatives?					

Average score for this section ()

Supervisory or Management Effectiveness

	4	3	2	1	N/A
How effective is the supervisor or director at . . .	*****	*****	*****	*****	*****
Applying knowledge and skills necessary to accomplish the job?					
Understanding general plans and goals of the department?					
Recognizing job priorities?					
Developing realistic plans for accomplishing assignments?					

Average score for this section ()

Cooperation and Customer Service

	4	3	2	1	N/A
How effectively does the supervisor or director . . .	*****	*****	*****	*****	*****
Accept guidance willingly?					
Work with others to accomplish tasks?					
Respond to and interact positively and courteously with the public and co-workers?					

Average score for this section ()

Communication

	4	3	2	1	N/A
How effectively does the supervisor or director . . .	*****	*****	*****	*****	*****
Use clear, logical and concise verbal communications?					
Use clear, logical and concise written communications?					
Communicate his/her expectations to departmental staff?					
Establish clear lines of communication within his/her Department?					

Average score for this section ()

Goals

	4	3	2	1	N/A
How effectively does the supervisor or director . . .	****	****	****	****	****
Establish departmental goals?					
Achieve departmental goals?					
Assist the Town in meeting its goal of providing quality customer service to residents and businesses in the Town of Lake Park?					

Average score for this section ()

Employee Attendance

	4	3	2	1	N/A
Calculate the number of incidents of unscheduled leave and check the appropriate box indicating the range of the results.	≤ 3	4,5,6	7,8,9	≥ 10	
Calculate the number of unscheduled late arrivals and early departures and check the appropriate box indicating the range of the results.	0	1.2	3.4	≥ 5	

Average score for this section ()

List any job-related education or training programs for the supervisor/director to undertake during the next rating period.

Rating Calculation

Instructions: To calculate the average for each section, add the rating factors and divide the sum by the number of factors being added. To calculate the total rating factor, add the average scores for each section and divide by the number of sections being added.

TOTAL RATING FACTOR

- 0 – 1.99
- 2.0 to 2.3
- 2.4 to 2.7
- 2.8 to 3.1
- 3.2 to 3.5
- 3.6 to 4.0

PERCENT MERIT INCREASE

- 0 percent
- 2 percent
- 3 percent
- 4 percent
- 5 percent
- 6 percent

No merit increase will be granted to any supervisor who does not meet the above satisfactory score on his or her evaluation.

Supervisor's or Director's Comments

Signature: _____

Date: _____

Director's or Town Manager's Comments

Signature: _____

Date: _____

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For Human Resource Dept. Use Only

Current Hourly Rate: \$ _____ Merit Percent Increase: _____ % Proposed Hourly Rate: \$ _____

Approved By: _____
Town Manager

Date: _____