



PERSONNEL COMMITTEE AGENDA

February 13, 2024 at 6:00 PM
303 Mansion Street Mauston, WI

1. **Call to Order/Roll Call**
2. **Discussion and action relating to Minutes**
 - a. a. January 23, 2024
3. **Discussion and action relating to performance evaluations forms**
 - a. a. Current evaluation forms
4. **Discussion and action relating to New Hire Wage Step Request**
 - a. a. Mercedes Ravenscroft
5. **Adjourn**

NOTICE:

It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order. It is also possible that a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact City Deputy Clerk Nicole Lyddy (608) 747-2706.

Any member of the public wishing to join the meeting telephonically should call City Hall by 4pm the day of the meeting. Staff will be happy to provide instructions on joining the meeting by phone. City Hall main number: 608-847-6676



PERSONNEL COMMITTEE MINUTES

January 23, 2024 at 6:00 PM

303 Mansion Street Mauston, WI

1. Call to Order/Roll Call

The Personnel Committee of the Mauston Common Council met on Tuesday, January 23, 2024, in the Council Chambers of Mauston City Hall. Chair Rick Noe called the meeting to order at 6:00 pm. Members present were, Darryl Teske, Leanna Hagen, and Rick Noe. Also present were the Mayor Dennis Nielsen, City Administrator Daron Haugh, and Deputy Clerk Nicole Lyddy.

2. Minutes

- a. Motion made by Hagen, Seconded by Teske to approve minutes of October 24, 2023. Motion carried.

3. Hiring of an Administrative Assistant

- a. Motion made by Noe, Seconded by Teske to recommend to the council to approve the revising of the Administrative Assistant job description and post instead of the Deputy Treasurer position. Motion carried.

4. Adjourn

Motion made by Hagen, Seconded by Noe to adjourn. Motion carried. The meeting adjourned at 6:06 pm.

Committee Chair

Date

Date of Evaluation: _____ Period Being Evaluated: _____

Employee Name: _____ Job Title: _____

Measures for performance criteria for non-managerial employees

Work habits: unexcused work absences

Does not meet expectations: Averages once a week absence (Rating: 0)

Meets expectations: Averages once a month absence (Ratings: 1, 2)

Exceeds expectations: Averages twice a year absence (Ratings: 3, 4)

Exceptional performance: Never has unexcused absences (Ratings: 5, 6) _____

Comments:

Work habits: Work punctuality

Does not meet expectations: Averages once a week being late (Rating: 0)

Meets expectations: Averages once a month being late (Ratings: 1, 2)

Exceeds expectations: Averages twice a year being late (Ratings: 3, 4)

Exceptional performance: Never is late (Ratings: 5, 6) _____

Comments:

Work habits: meeting attendance

Does not meet expectations: Averages once a week missing meetings (Rating: 0) Meets expectations: Averages once a month missing meetings (Ratings: 1, 2)

Exceeds expectations: Averages twice a year missing meetings (Ratings: 3, 4)

Exceptional performance: Never misses meetings (Ratings: 5, 6) _____

Comments:

Work habits: extra work outside of normal work hours

Does not meet expectations: Never does extra work (Rating: 0)

Meets expectations: Does extra work when asked by supervisor [2-3 times a year] (Ratings: 1, 2)

Exceeds expectations: Regularly does extra work when asked by supervisor [2-3 times a month] or volunteers for extra responsibilities (Ratings: 3, 4)

Exceptional performance: Volunteers to work when needed or as an example and develops additional ways to contribute to unit performance (Ratings: 5, 6) _____

Comments:

Performance: understands duties, instructions and assignments

Does not meet expectations: Needs continuing guidance on work assignments (Rating: 0)

Meets expectations: As a rule, understands duties and instructions with few mistakes and with minimum reinforcement (Ratings: 1, 2)

Exceeds expectations: Rarely makes a mistake, understands virtually all instructions, and does not require clarification (Ratings: 3, 4) _____

Exceptional performance: Works error-free and clarifies assignments when it is productive to do so (Ratings: 5, 6)

Comments:

Performance: follows job description, instructions and assignments

Does not meet expectations: Understands instructions but does not regularly follow them (Rating: 0)

Meets expectations: Understands instructions and as a rule follows them (Ratings: 1, 2)

Exceeds expectations: Understands instructions and rarely deviates from them (Ratings: 3, 4)

Exceptional performance: Understands instructions and always carries them out and may seek to improve the desired result (Ratings: 5, 6) _____

Comments:

Performance: completes assignments in a timely manner

Does not meet expectations: Regularly misses deadlines (Rating: 0)

Meets expectations: Regularly meets deadlines (Ratings: 1, 2)

Exceeds expectations: Completes assignments in advance of deadline (Ratings: 3, 4)

Exceptional performance: Assigns priority to assignment completion (Ratings: 5, 6) _____

Comments:

Performance: completes assignments accurately and according to a specified standard

Does not meet expectations: Work is not accurate or does not meet a specified standard (Rating: 0)

Meets expectations: Work is generally accurate and meets a specified standard (Ratings: 1, 2)

Exceeds expectations: Work is accurate and exceeds a specified standard (Ratings: 3, 4) _____

Exceptional performance: Work is accurate and greatly exceeds a specified standard in clarity and quantity (Ratings: 5, 6)

Comments:

Performance: provides supervisor with appropriate information

Does not meet expectations: Does not regularly or accurately provide appropriate information to supervisor (Rating: 0)

Meets expectations: As a general rule, regularly and accurately provides appropriate information to supervisor (Ratings: 1, 2)

Exceeds expectations: Regularly provides appropriate information to supervisor in clear oral or written form as requested (Ratings: 3, 4)

Exceptional performance: Regularly provides appropriate information in clear oral and/or written form with additional information on context and implications and with recommendations (Ratings: 5, 6) _____

Comments:

Performance: Provides recommendations for individual/unit performance improvement

Does not meet expectations: Does not provide recommendations (Rating: 0)

Meets expectations: Provides recommendations on major duties as needed (Ratings: 1, 2)

Exceeds expectations: Reviews total work product and makes recommendations (Ratings: 3, 4)

Exceptional performance: Develops systematic improvement plans in conjunction with employee (Ratings: 5, 6)

Comments:

Performance: Interaction with residents

Does not meet expectations: Does not interact appropriately with residents (Rating: 0)

Meets expectations: Interacts appropriately with residents (Ratings: 1, 2)

Exceeds expectations: Provides clear and complete service without being asked on major items (Ratings: 3, 4)

Exceptional performance: Goes well beyond expected services on a regular basis (Ratings: 5, 6)

Comments:

Works well with other employees

Does not meet expectations: Does not work well with other employees (Rating: 0)

Meets expectations: Maintains adequate interpersonal relationships (Ratings: 1, 2)

Exceeds expectations: Encourages cooperation and shared responsibility (Ratings: 3, 4)

Exceptional performance: Provides leadership skills in working with others and in setting an example (Ratings: 5, 6)

Comments:

Conveys a positive image of the City

Does not meet expectations: Does not convey a positive image (0)

Meets expectations: Dresses appropriately and exhibits positive work habits (1, 2)

Exceeds expectations: Consciously works to convey a positive image in describing and presenting municipal services (3, 4)

Exceptional performance: Develops a strategy to increase the positive image of the City and makes public presentations/prepares materials to enhance the City image (5, 6)

Comments:

Total Points _____

Overall Work/Performance Rating _____

Annual Goals

Rating

Goal 1 _____

Goal 2 _____

Goal 3 _____

Goal 4 _____

Total points _____

Overall Goal Rating

(Divide total points by number of goals)

Calculation instructions:

1. As a rule, each of the two overall ratings will be the average of the individual ratings.
2. As a rule, Work/Performance then will receive a weighting of 85% and Goals will receive a weighting of 15%.

Work/Performance Rating x 85% = _____

Goal Rating x 15% = _____

Total Rating Points = _____

Overall Rating _____

Supervisor Comments:

Supervisor's Signature: _____

Date: _____

Employee Signature: _____

Date: _____

City Administrator Evaluation Form and Performance Characteristics

Oral and written communication

- Does not meet expectations: Shows minimal capability for effective written and oral communication (0)
- Meets expectations: Communicates in a satisfactory manner in oral and written form (1, 2)
- Exceeds expectations: Communicates in a well-organized manner in oral and written form (3, 4)
- Exceptional performance: Conveys information very effectively and matches presentation styles to different audiences (5, 6)

Rating: _____

Comment:

Informing Council about issues and actions

- Does not meet expectations: Provides inadequate information to the Council on issues and actions (0)
- Meets expectations: Provides adequate information to the Council on issues and actions as required (1, 2)
- Exceeds expectations: Provides quality information to the Council on issues and actions and the context in which they are occurring (3, 4)
- Exceptional performance: Anticipates issues likely to arise in the future and alerts the Council to these issues and necessary actions (5, 6)

Rating: _____

Comment:

Implementation of Council decisions

- Does not meet expectations: Fails to follow through on Council decisions (0)
- Meets expectations: Follows through on decisions as required (1, 2)
- Exceeds expectations: Develops implementation plans for Council decision in an accurate and timely manner (3, 4)
- Exceptional performance: Develops implementation plans, mobilizes resources, and keeps Council fully informed (5, 6)

Rating: _____

Comment:

Interaction with Council members

- Does not meet expectations: Has minimal or unsatisfactory interaction with Council members (0)
- Meets expectations: Has satisfactory interaction with Council members (1, 2)
- Exceeds expectations: Treats all Council members with respect, listens to Council comments (3, 4)
- Exceptional performance: Anticipates Council needs and works to build a productive governance relationship between Council and staff (5, 6)

Rating: _____

Comment:

Interaction with staff

- Does not meet expectations: Has minimal or negative interaction with staff (0)
- Meets expectations: Is accessible for staff and listens to staff input (1, 2)
- Exceeds expectations: Provides guidance to staff members (3, 4)
- Exceptional performance: Builds a strong team through individual and group activities (5, 6)

Rating: _____

Comment:

Staff Effectiveness: Builds and maintains professional and high-quality staff

Does not meet expectations: Pays little or no attention to staff performance and development (0)

Meets expectations: Provides direction and evaluation for staff members (1, 2)

Exceeds expectations: Demonstrates a commitment to deal with non-performing staff and holds organizations accountable for non-conforming results (3, 4)

Exceptional performance: Develops and implements comprehensive plan to increase staff productivity (5, 6)

Rating: _____

Comment:

Service Delivery Interaction and management

Does not meet expectations: Does not respond to citizen requests and comments (0)

Meets expectations: Responds to citizen requests and comments, either directly or through Council requests (1, 2)

Exceeds expectations: Responds in a timely and positive manner to citizens and informs Council (3, 4)

Exceptional performance: Develops approaches to enhance citizen input and response (5, 6)

Rating: _____

Comment:

Strategic leadership in anticipating and positioning the organization to deal with future events and circumstances in accord with strategic plan

Does not meet expectations: Pays little or no attention to strategic planning and implementation (Rating: 0)

Meets expectations: Pays attention to City planning assumptions and strategic plan (1, 2)

Exceeds expectations: Takes initiative to see that staff members are aware of strategic plan and follow it (3, 4)

Exceptional performance: Takes initiative to monitor the strategic plan, inform and involve the Council, and carry out activities to make necessary changes. Takes responsibilities for undesirable results and delays (5, 6)

Rating: _____

Comment:

Policy Facilitation in presenting policy-related information and implementation of Council decisions

Does not meet expectations: Presents no or inadequate policy-related information to Council (0)

Meets expectations: Presents policy-related information as requested or needed by Council (1, 2) and sees that policy decisions are implemented

Exceeds expectations: Presents balanced and complete information including policy recommended as requested; respects role of elected officials in making policy decisions (3, 4)

Exceptional performance: Presents balanced and complete information and references relationship to strategic plan and overall policy goals. (5, 6)

Rating: _____

Comment:

Democratic Responsiveness in community

Does not meet expectations: Does not demonstrate an appreciation of the unique culture of the Community (0)

Meets expectations: Understands and appreciates the unique culture of the community (1, 2)

Exceeds expectations: Appreciates and accepts citizen participation in local government according to guiding principles (3, 4)

Exceptional performance: Plans systematically to build on community characteristics and encourage greater citizen involvement (5, 6)

Rating: _____

Comment:

Organizational Planning and Management: Budgeting and fiscal condition

- Does not meet expectations: Does not provide effective oversight on budgeting and fiscal condition (0)
- Meets expectations: Provides accurate budget document and fiscal condition information to council and responds to questions (1, 2)
- Exceeds expectations: Makes budget and fiscal condition recommendations in accord with strategic plan (3, 4)
- Exceptional performance: Develops performance measures for budget and fiscal condition to assist Council in making informed decisions (5, 6)

Rating: _____
Comment:

Integrity: ethical behavior in accordance with City guiding principles

- Does not meet expectations: Exhibits poor or questionable ethical behavior (0)
- Meets expectations: Exhibits satisfactory ethical behavior (1, 2)
- Exceeds expectations: Identifies ethical standards and encourages staff and Council to review them (3, 4)
- Exceptional performance: Develops ethical standard and review process and makes difficult ethical decisions (5, 6)

Rating: _____
Comment:

Interpersonal Characteristics and Skills

- Does not meet expectations: Does not relate well to Council, staff, and citizens (0)
- Meets expectations: Works in a satisfactory manner with Council, staff, and citizens (1, 2)
- Exceeds expectations: Demonstrates the ability to work in harmony with others and takes steps to minimize conflict (3, 4)
- Exceptional performance: Builds a stronger working relationship and/or resolves a difficult staff interpersonal issue

Rating: _____
Comment:

Conveys a positive image of the City

- Does not meet expectations: Does not convey a positive image (0)
- Meets expectations: Dresses appropriately and exhibits positive work habits (1, 2)
- Exceeds expectations: Consciously works to convey a positive image in describing and presenting municipal services (3, 4)
- Exceptional performance: Develops a strategy to increase the positive image of the City and makes public presentations/prepares materials to enhance the City image (5, 6)

Rating: _____

Comment:

Professional Development

- Does not meet expectations: Does not participate in professional development activities (0)
- Meets expectations: Attends meetings of professional organizations (1, 2)
- Exceeds expectations: Identifies areas for more professional development (3, 4)
- Exceptional performance: Participates in professional development related to position and strategic plan and assesses the results of the activity (5, 6)

Rating: _____

Comment:

Goals:

Goal 1:

Did not accomplish (0)

Worked on goal but did not fully accomplish because of unanticipated issues (1, 2)

Accomplished most of goal (3, 4)

Successfully accomplished all of goal (5, 6)

Rating: _____

Comment:

Goal 2:

Did not accomplish (0)

Worked on goal but did not fully accomplish because of unanticipated issues (1, 2)

Accomplished most of goal (3, 4)

Successfully accomplished all of goal (5, 6)

Rating: _____

Comment:

Goal 3:

Did not accomplish (0)

Worked on goal but did not fully accomplish because of unanticipated issues (1, 2)

Accomplished most of goal (3, 4)

Successfully accomplished all of goal (5, 6)

Rating: _____

Comment:

Goal 4:

Did not accomplish (0)

Worked on goal but did not fully accomplish because of unanticipated issues (1, 2)

Accomplished most of goal (3, 4)

Successfully accomplished all of goal (5, 6)

Rating: _____

Comment:

Goal 5:

Did not accomplish (0)

Worked on goal but did not fully accomplish because of unanticipated issues (1, 2)

Accomplished most of goal (3, 4)

Successfully accomplished all of goal (5, 6)

Rating: _____

Comment:

Overall Goal Rating (Average): _____

Comment:

Overall administrator rating: _____

Performance characteristics rating X 50%: _____

Goals rating X 50%: _____

Total: _____

Comment:

New Hire Wage Step Request Form

Position: Accounting Assistant Candidate Name: Mercedes Ravenscroft

Advertised Wage Range: Step 1 8 thru Step 17 22

Education: Meets Minimum? X Meets Preferred? _____ Has extra Certs? _____

- Years of experience: 1
- Requested Starting Step # 10 \$ 20.60
- With a 1 step increase at: 6 Month
- And a _____ step increase at: _____

Other requested step adjustment of: _____ Rationale: _____

Supervisor Signature: _____ Date: _____

City Administrator Signature:  Date: 2-7-24

Personnel Committee Recommendation: Approve: _____ Modify: _____

Details: _____

City Council Action: Approve: _____ Modify: _____

Details: _____