

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Performance Management Study Update

DEPARTMENT: Human Resources **DIVISION:** _____

AUTHORIZED BY: Janet Davis **CONTACT:** Marie Fox **EXT.** 7940

Agenda Date 11-07-06 Regular <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Work Session <input type="checkbox"/> Briefing <input type="checkbox"/> Public Hearing – 1:30 <input type="checkbox"/> Public Hearing – 7:00 <input type="checkbox"/>

MOTION/RECOMMENDATION:

Motion by the Board of County Commissioners to adopt the recommendations as presented by Evergreen Solutions, LLC, in the Performance Management Report Update:

- Approve compensation policy providing for 2% of payroll dollars to fund pay for performance bonuses; an amount equivalent to the CPI for cost-of-living adjustments; 3% of payroll dollars to fund advancement through the pay band.
- Approve bringing the Performance Management and Competency Management modules operational in the JDEdwards/PeopleSoft system.
- Approve one new full-time professional position in the Human Resources Department.

Attachment: Evergreen Solutions, LLC Comprehensive Performance Management Report Update dated November 7, 2006

Reviewed by: Co Atty: _____ DFS: _____ Other: _____ DCM:  _____ CM: _____ File No. <u>RHR 52</u>
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Performance Management Report Update



Presented to:
Seminole County Board of County
Commissioners

Evergreen Solutions, LLC

November 7, 2006

Our Approach

- ✓ Department Management Interviews
- ✓ Employee Survey
- ✓ Peer Review
- ✓ Trends/Best Practices
- ✓ Evaluation of Current System
- ✓ Recommendations
- ✓ Meetings with Commissioners



What We Learned

- ✓ Good overall structure in place
- ✓ Poor execution of the structure
- ✓ BCC Issues:
 - Lack of consistency
 - Poor accuracy
 - Need for specific rewards
- ✓ Manager issues:
 - Lack of consistency across departments
 - Confusion over rewards
 - Lack of clarity on evaluations
- ✓ Employee issues:
 - Lack of confidence in the merit program
 - Concern with consistency
 - Absence of system effectiveness



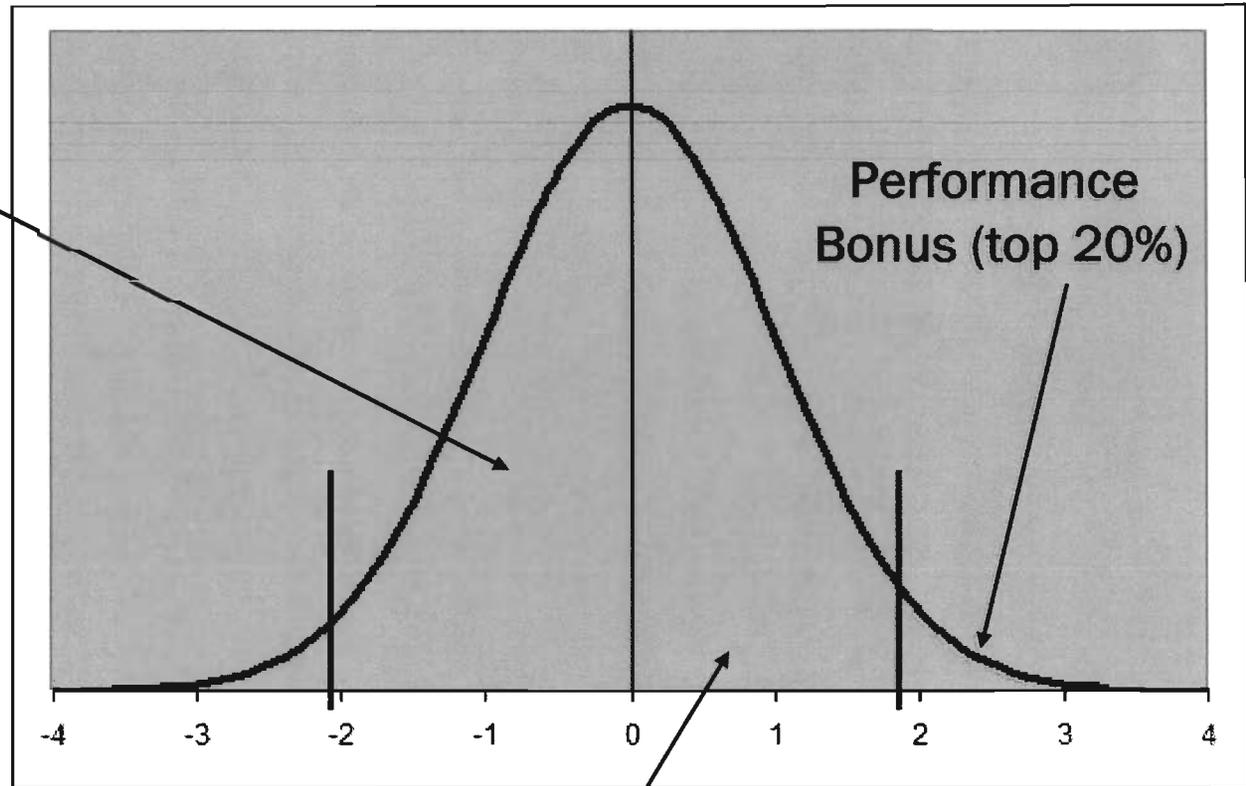
Recommendations

1. Collect department specific goals/expectations.
2. Develop an education program for employees and managers.
3. Provide bi-annual training.
4. Improve the evaluation form.
5. Improve the scoring process.
6. Automate the review process.
7. Conduct employee meetings four times a year.
8. Develop specific action plans.
9. Allow employees to develop professional development plans.
10. Create linkage between results and rewards.



Distribution

COLA Increase
(top 80%)



Performance
Bonus (top 20%)

Advancement
Increase (top 50%)



Implementation

Program	COLA	Advancement	Pay for Performance
Amount or Percentage	CPI	3% max	10% max
Availability*	Top 80%	Top 50%	Top 20%

*the availability system would be reevaluated in the annual budget process for adjustment once goals are attained.



Timeline

Nov-Dec '06	Jan – Mar '07	Mar – June '07	June – Sept '07	Oct '07	Oct '07 – Oct '08
<ul style="list-style-type: none">■ Collect dept specific information■ Finalize forms	<ul style="list-style-type: none">■ Implement application■ Train managers	<ul style="list-style-type: none">■ Educate employees■ First review period	<ul style="list-style-type: none">■ Results of first review period■ Second review period	<ul style="list-style-type: none">■ Review results■ Reward allocation	<ul style="list-style-type: none">■ Implement 360 degree review process■ Begin new review period



Thank You!

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