

**COUNTY PERSONNEL COMMITTEE MEETING
TUESDAY, OCTOBER 19, 1999, 4:00 PM
RECESSED FROM THURSDAY, OCTOBER 14, 1999**

Present: Talmage S. Baggett, Commissioner
H. Mac Tyson II, Commissioner
J. Lee Warren, Jr., Commissioner

Others: Cliff Strassenburg, County Manager
James Martin, Deputy County Manager
Howard Abner, Finance Department
Bill Fadden, Information Services
James Lawson, Personnel Services Manager
Howard Smith, Information Services Director
Rhonda C. Raynor, Deputy Clerk to the Board
Press

Chairman Baggett called the meeting to order.

5. Consideration of FY 99-00 Performance Pay Implementation Plan.

BACKGROUND: In the 1999-2000 budget, the Board appropriated #847,734 for the implementation of a Performance Pay Plan to be effective in January, 2000.

Last year the Board of Commissioners delayed implementation of the Plan and instead approved a two percent salary increase for all employees who had worked for the county for one year as of October 24, 1998; required departments to complete performance appraisals on all employees, with no increase given as a result of those appraisals, as preparation for implementing the Personnel Committee's recommended rating scale for the 99-00 fiscal year.

Over the last three months a committee of the Deputy and Assistant County Managers, Information Services Director, Finance Director and Personnel Services Manager has studied the complexities of the performance pay process and recommends approval of the 99-00 Performance Pay Implementation Plan. (The FY99-00 Performance Pay Implementation Plan is attached to these minutes as Attachment "B".)

Commissioner Warren asked who would do the appraisals of Department Heads?

Mr. Strassenburg advised he, the Deputy County Manager and the Assistant County Managers, does some. He would review the appraisals done by the Deputy and Assistant County Managers.

Commissioner Warren asked about the Department Heads appointed by the Board of Commissioners. Who would do their appraisals?

Personnel Committee
October 19, 1999
Page 2

Mr. Strassenburg advised the Elected Officials are not appraised by anyone. The Commissioners could do these appraisals. It is a difficult question of how elected officials should be evaluated. He does feel the County Attorney and the County Manager should be appraised by the Board of Commissioners. If the Commissioners wanted to do the appraisals for all the Department Heads appointed by the Commissioners, they can.

Commissioner Tyson stated he feels the County Manager has the authority to review those Department Heads appointed by the Commissioners. He asked who would evaluate the Commissioners. He noted the Board is under no obligation to give this money to any elected official. A prior Board of Commissioners took this action. His view is that the Board of Commissioners has made a commitment to performance-based raises. He feels they need to be mindful of the deadlines. He stated most counties have gone to personnel policies rather than personnel ordinances. He asked the County Attorney to obtain information from some other counties. He has distributed this information to the other committee members. He feels they need to deal with the situation of employees who would want an appeal hearing if they receive an unfavorable appraisal. Currently, the employee could grieve to the County Manager and the Board of Commissioners. He asked if there was a good likelihood that employees will be seeking an appeal hearing? What method would they use to appeal?

Mr. Strassenburg noted the appraisal is not an adverse personnel action, so it is not grievable. However, if the employee claims discrimination was involved in the appraisal, it is grievable. The appraiser is to sit down with the employee and review the performance appraisal. Also, supervisors are to review appraisals with the department head prior to reviewing it with the employee.

Commissioner Tyson stated there needs to be a policy to deal with appeals on the front end, rather than after the fact. He then noted that if the Committee could not give a favorable recommendation to this action, they could refer it to the full Board without one.

Chairman Baggett asked if the Committee would have done its job if it sends this item forward without a recommendation.

Mr. Strassenburg stated the Committee could refer it without a recommendation, but it would have a "cloud" over it.

Chairman Baggett asked what the main advantage of this system was versus what the County did last year. Don't employees have the opportunity to be promoted if they perform well?

Mr. Strassenburg noted some positions don't have the ability to be promoted. For several years, the County did not give merit increases and it resulted in over 60% of County employees being "stuck" at the starting range of their salary grade. That resulted in new employees making the same as those who had been working for the County for several years.

Commissioner Warren noted there was no perfect solution to every problem. The County needs to have some type of performance plan. The only way to find out what the problems are is to try the plan. He noted they do need to decide how to address the Sheriff and Register of Deeds.

Mr. Strassenburg stated that for the two elected officials, the Board of Commissioners could decide to give them a set increase. He feels the Commissioners should also evaluate the County Manager and County Attorney. All other department heads should be done through the County Manager hierarchy. For instance, if the County Manager could not evaluate the Tax Administrator, but has to supervise his work, that could become a difficult situation.

MOTION: Commissioner Tyson offered a motion to give the full Board of Commissioners a favorable recommendation of management's recommendation concerning the FY99-00 Performance Pay Implementation Plan noting the exclusion of elected officials and that the Board of Commissioners be allowed to make reviews of the plan and make changes as necessary.

SECOND: Commissioner Warren

VOTE: UNANIMOUS

Meeting adjourned at 4:35 PM.