



FINANCE AND PERSONNEL COMMITTEE

AGENDA

118 Center Street W.
Amery, WI 54001
<http://www.amerywi.gov>
(715) 268-7486
Fax: (715) 268-4870

Tuesday – January 26, 2021

5:00 PM

Zoom Meeting

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Finance and Personnel Committee** of the City of Amery will be held on **Tuesday – January 26, 2021 at 5:00 PM.**

Join Zoom Meeting

<https://us02web.zoom.us/j/83028641797?pwd=b0hwUk8veWVDaVg1UG9tY1pwNGw2QT09>

Meeting ID: 830 2864 1797

Passcode: 789270

One tap mobile

+19292056099,,83028641797#,,,,*789270# US (New York)

+13017158592,,83028641797#,,,,*789270# US (Washington D.C)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

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Call to Order

Roll Call

- 1) Discussion: Potential Incentives for Developers within the City.
- 2) Discussion/Recommendation: Building Inspector Update
- 3) Discussion/Recommendation: Employee Evaluation Forms
- 4) Discussion/Recommendation: Taser Int'l Contract
- 5) **Closed Session – Wis. Stat. §19.85(1)(c) – Public Works Director, Public Works General Laborer, Police Officer and Department Head Evaluations.** Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
- 6) Adjournment

Respectfully Submitted;

Ben Jansen, MPA

Deputy Clerk-Treasurer

***Posted: Thursday – January 21, 2021, at Website (www.amerywi.gov); Amery City Hall; Amery Public Library and Amery Police Department

It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility. Any governmental body at the above stated meeting will take no action other than the governmental body specifically referred to above in this notice.

The City of Amery does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services, programs or activities.

NOTE: Upon reasonable notice, the City of Amery will accommodate the needs of disabled individuals through aids or services. For additional information or to request this service, contact the Clerk-Treasurer's office at (715) 268-3411 by Noon the previous day so that arrangements can be made.

EMPLOYEE PERFORMANCE EVALUATION MATRIX

	Make an "X" in the appropriate box. When using UNSATISFACTORY, please explain why and what actions are to be taken. Add comments on the backside or on additional pages. It is strongly encouraged for all employees to have at least one AREA OF IMPROVEMENT so each employee has at least one area to improve.	Exceptional	Achiever	Fully Successful	Area of Improvement	Unsatisfactory
	VALUE STATEMENT Exceeding Expectations: Professional-Responsive-Leaders					
1	Professionalism. Professionally represents the organization to the public & portrays strong customer service skills.					
2	Responsiveness & Communication. Displays sufficient writing, speaking & listening skills when needed; responds timely to inquiries.					
3	Leadership. Leads & takes initiative on projects & assignments.					
	CHARACTERISTICS FOR ALL STAFF					
4	Technical Skills. Demonstrates skills, duties & technical knowledge required in the job description.					
5	Work Product. Completes work accurately & timely which meets organizational standards.					
6	Cooperation & Self-Aware. Works well with supervisor & other staff; aware of emotions & perspectives to guide thinking & behavior.					
7	Attitude. Shows a positive attitude & energy towards the organization; accountable for their own actions & behaviors.					
8	Engagement. Actively participates & engages in projects, work meetings & other work-related activities.					
9	Time Management. Manages time wisely, uses work time appropriately & prompt for work meetings & other work functions.					
10	Problem & Conflict Resolution. Resolves problems & conflict with minimal supervision in a professional and respectful manner.					
11	Safety & Policy Compliance. Follows safety procedures, reporting protocol & other policies; encourages others to follow procedures.					
12	Organizational Commitment. Gives full effort to complete work tasks; searches for ways to improve work practices & culture.					
13	Mentorship & Personal Growth. Mentors employees & others; shows willingness & takes initiative to learn from others.					
14	Goal Completion. Makes significant progress and/or completes annual goals.					
	CHARACTERISTICS FOR SUPERVISORS ONLY					
15	Employee Involvement. Delegates work & engages with employees.					
16	Diversity & Inclusion. Recognizes and respects differences, identifies & addresses barriers preventing an inclusive environment, & creates a welcoming environment.					
17	Coaching & Feedback. Provides prompt & insightful performance feedback; provides clear direction for staff.					
OVERALL PERFORMANCE RATING						

Review Comments (refer to category number when providing additional comments):

- Characteristics that are being performed at a high level or have made substantial progress on:

- Characteristics that are identified as an area of improvement:

Completion of Goals, Accomplishments, and Education/Training for the past year:

Upcoming and Ongoing Goals (please also note timelines):

Current City Staff Committees:

Supervisor Summary Comments:

Employee Comments:

I certify that I have seen this appraisal. My signature means the supervisor discussed appraisal with me and doesn't imply my agreement with the rating.	
Employee's Signature:	Supervisor's Signature:
Date:	Date:

Employee Performance Rating Guide

Unsatisfactory

- The employee does not demonstrate the knowledge, skills and abilities as reflected in the job description and is not able to apply them to the required essential responsibilities. This descriptor may be describing just one, many or all elements of the position.
- The employee is not completing the essential duties and responsibilities in the job description. This descriptor may be describing just one, many or all elements of the position.
- The employee is actively disengaged in their work and rarely completes works tasks.

Area of Improvement

- The employee can improve on the knowledge, skills, and abilities described in the job description, and apply them to the essential duties and responsibilities.
- The employee possesses areas that need improvement or growth in order to fully demonstrate the skills and abilities to meet a supervisor's expectations.

Fully Successful

- The employee possesses the knowledge, skills, and abilities described in the job description and is able to successfully apply them to the required essential duties and responsibilities of the job description.
- The employee is able to successfully complete and accomplish the duties and responsibilities described in the job description.
- The employee is engaged in their work and completes tasks that are assigned to them.

Achiever

- Given to employees who maximize opportunities for improvement and collaboration and serve as an example of professionalism and excellence
- The employee possesses additional knowledge, skills and abilities over and above what is described in the job description.
- The employee completes and accomplishes more than what is expected for the position.
- The employee is actively engaged in their work, taking a self-initiative to accomplish projects not assigned to them and devoting their time to improve the organization.

Exceptional

- This rating will only be given out on an annual case-by-case basis.
- The employee took on additional work that wasn't a part of the job description. The work required knowledge and skills that is asked of others in a higher pay band.
- The employee completed a specific work project(s) that made an extremely significant impact on the City. All elements of the work product are outstanding and exemplary.
- The employee demonstrates professionalism and a positive attitude at all times.
- **Supervisor must nominate employee for an Employee Award to receive overall exceptional rating.**