

Quantifiable Annual County Employee Review Rubric

Requirements to be Considered for Merit Promotions	
Criteria	Requirement
Professionalism	Must meet or exceed expectations
Constituent relations	Must meet or exceed expectations
KPI Performance	Must meet or exceed expectations in each Key Performance Indicator (KPI)
Personnel Improvement Plan	Must not be on a Personnel Improvement Plan (PIP) during any point in the review period
HR Series Classes	Each employee must complete two (2) HR Series Classes in the review period- Oct. 1-Oct. 1.

Training and Skill Development¹			
Criteria	Point Value	Proof/ Requirement	Assessed Value
Continuous, full-time employment (Oct. 1- Oct. 1)	20 points	Must be employed continuously as a full-time employee	
Additional HR Series Classes	10 points per class (max 20)	Max: 2 additional classes. Must supply evidence of completion/ attendance.	
Minor Skill Development/ Certification	10 points per skill/ certification (max 20)	Max: 2 skills/ certifications, proof required, HR/ director approval	

¹ Must be approved by director/ HR before attending. Proof must be submitted to HR within 7 days of completion. Minor Skill Development/ Certification includes those programs with 30 minutes-8 hours of training. Significant Certification includes training programs that take 8-24 hours. Master skill certification includes completion of multi-month or multi-year training. Master Skill Certifications are high-level certifications that can only be obtained once in a lifetime and may require on-going continuing education. See director/ HR for a list of approved Master Skill Certifications. In order to earn points in the training and skill development category, the training must be beneficial but not be required for position.

Significant Skill Certification	30 points per skill certification (max 30)	Max- 1 skill certification, proof required, HR/ director approval	
Master Skill Certification	80 points (1 max)	Director/ HR approval required; see director/ HR for an approval list of qualifying certifications.	
Associates, Bachelors, Masters, etc. degree	80 points (1 max)	Max- 1 skill certification, proof required, HR/ director approval	

Leadership Development			
Criteria	Point Value	Proof/ Requirement	Assessed Value
Task Force Involvement (Minimum of 2 quarters)	20 points per task force (max 40 points)	Max- 2 taskforces. Proof required, Manager approval	
Department or County-Level Task Force Leadership (Minimum of 2 quarters)	Additional 40 points. Max 40.	Max- 1 task force. May still participate in one additional task force. Proof required, Manager approval. Can only receive credit as a leader OR member of a task force, not both.	
Completion of Jefferson County Mentor/Mentee Program	80 points	Proof required, Manager/HR approval	
Completion of Jefferson County Leadership Academy	80 points	Proof required, Manager/HR approval	
Completion of Approved Non-Commission	80 points	Proof required, Manager/HR approval	

Leadership Program			
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KPI Achievement (Key Performance Indicators)			
Criteria	Point Value	Proof/ Requirement	Assessed Value
Beating KPI by 5%	10 points per KPI (max 30 points)	Supervisor verification required	
Beating KPI by 10% or more	20 points per KPI (max 60 points)	Supervisor verification required	

Note: Without meeting each KPI, employees are not eligible for any merit increase.

Awards			
Criteria	Point Value	Proof/ Requirement	Assessed Value
Earning the County's Outstanding Professionalism Award	20 points	Outstanding Professionalism Certificate	
Earning the County's Exemplary Constituent Services Award	20 points	Exemplary Constituent Services Award	
Community-based awards for County Service	20 points	Director/ hr approval and proof of award-see HR for examples	

Merit Increase Eligibility

- Should the Commission approve a merit increase, employees will earn a score based on this rubric. Employees score will determine the amount of merit increases to each salary. Merit percentages will be based on a "bell curve" with:
 - Those who meet the qualifications for merit and are in the lowest scoring block of employees (ranking greater than 0 to 13.6% of total scores) will receive a 1% merit increase in their salary.

- Those who meet the qualifications for merit and are in the second lowest scoring block of employees (ranking greater than 13.6% to 47.7% of total scores) will receive a 2% merit increase in their salary.
 - Those who meet the qualifications for merit and are in the middle scoring block of employees (ranking greater than 47.7% to 81.8% of total scores) will receive a 3% merit increase in their salary.
 - Those who meet the qualifications for merit and are in the second highest scoring block of employees (ranking greater than 81.8% to 95.4% of total scores) will receive a 4% merit increase in their salary.
 - Those who meet the qualifications for merit and are in the highest scoring block of employees (ranking greater than 95.4% to 100% of total scores) will receive a 5% merit increase in their salary.
 - For employees who have not been employed for the entire review period, they are eligible for merit under the following conditions:
 - They have met all the requirements found in the Requirements to be Considered for Merit Promotion tables found on page 1.
 - Their total score will first be calculated and then deducted by the time the employee was not employed by the County. ie, If an employee was hired on November 1st, 31 days after the review period began, the employee may only receive credit for 334/365 (91.5%) of total points earned.
 - There is no opportunity to earn more than 100% of the approved merit.
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Other considerations

- Should the Commission not approve a merit increase in any one fiscal year, employees may “rollover” up to 50 points into their next merit review cycle beginning for points earned after October 1, 2024. If merit is approved by the Commission, no points will roll over the following review period.
 - If an employee received a promotion over the review period, the employee is may only earn scores for work completed while at the promoted position. ie, exceeding KPI as a junior staffer will not count toward the employee’s total points, only exceeding KPI at the promoted position.
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Evaluation Example

An employee who:

- Meets or exceeds their KPI (required for merit consideration)
- Is not on a personnel improvement plan during the review period
- Is continuously employed as a full-time employee (20 points)

- Completes the required HR Series classes
- Takes 2 additional HR Series classes (20 points)
- Participates in 1 task force (20 points)
- Develops 1 minor skill (10 points)
- Beats one KPI by 5% (10 points)
- Beats one KPI by more than 10% (20 points)

Total Points = 100 points (100% of merit approved by the Commission).