

## Quantifiable Annual County Employee Review Rubric

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

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

<sup>1</sup> 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.

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

<b>Leadership Development</b>			
<b>Criteria</b>	<b>Point Value</b>	<b>Proof/ Requirement</b>	<b>Assessed Value</b>
<b>Task Force Involvement (Minimum of 2 quarters)</b>	20 points per task force (max 40 points)	Max- 2 taskforces. Proof required, Manager approval	
<b>Department or County-Level Task Force Leadership (Minimum of 2 quarters)</b>	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.	
<b>Completion of Jefferson County Mentor/Mentee Program</b>	80 points	Proof required, Manager/HR approval	
<b>Completion of Jefferson County Leadership Academy</b>	80 points	Proof required, Manager/HR approval	
<b>Completion of Approved Non-Commission</b>	80 points	Proof required, Manager/HR approval	

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

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

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

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### **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 1<sup>st</sup>, 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