
EMPLOYEE PERFORMANCE EVALUATIONS (PAY FOR PERFORMANCE)*

(9.1)

Date: 7/1/02

12/22/03

1/1/07, 2011, 2012, 10/3/13, 12/1/2014

8/1/15, 8/31/15

POLICY:

The purpose of this policy is to describe the employee performance evaluation process for regular employees. Those employees who serve at the pleasure of the County Executive or County Council or at the pleasure of some other board, agency, committee, commission or individual, shall be evaluated by the individual or body to whom the employee is responsible.

I. GENERAL:

The purpose of the performance appraisal plan is to measure and reward performance based on agreed-upon job related performance criteria. This will enable Frederick County to:

- . Encourage excellence in each employee's performance by helping to identify strengths that may be built upon and weaknesses that may be corrected.
- . Support the human resource planning efforts of the County by providing a more accurate method for identifying and developing promotable individuals.
- . Provide bonuses based on individual performance.

The performance appraisal plan has certain key features, including:

- . Performance factors, objectives and goals
- . Advanced determination of goals
- . Ability to customize goals and objectives to match positions
- . Five performance levels
- . Employee input
- . Performance reviews
- . Selection of factors from a large menu

- . Managerial training
- . Appeal process

The performance appraisal system will be tied to the budget year so that performance goals can be linked to department and County goals.

II. PERFORMANCE FACTORS AND GOALS:

A performance factor is an activity or responsibility of an employee of sufficient importance to be identified and defined. All positions will have certain common performance factors linked to functions such as quality of work, communication skills, etc. and should have at least two major activities that are unique to that position.

Specific performance factors should be derived at the beginning of the evaluation period from discussions between the employee being evaluated and his/her immediate supervisor (the rater). Factors can be weighted, the maximum weight on any factor is thirty (30) points and the minimum is ten (10) points. The weighting increment for all factors is 10 points. Therefore, the minimum number of factors that must be rated is five with a maximum of ten. For exempt employees, two customized factors must be determined at the beginning of the evaluation period. The remaining factors can be selected from the menu provided.

Minimum Number of Factors	5
Maximum Number of Factors	10
Minimum weight on any factor:	10 points
Maximum weight on any factor:	30 points
Weighting increments	10 points

In selecting the specific performance factors, the following should be considered:

- . **The contribution it makes to the County or individual County Department or Division.**
- . **Its impact or positive result when it is performed properly.**
- . **The loss or damage that can ensue if it is not performed properly.**
- . **The amount of time devoted to it.**

After the performance factors of the position have been identified, goals should be selected that can be used to measure the individuals performance according to each factor. Performance goals

should be objective, meaningful, realistic and measurable or observable. The goals should be based on both individual and department performance, taking into account:

- . **Improvement in work quality and/or quantity.**
- . **Control of costs, improved productivity, and improved efficiency.**
- . **Timeliness of performance.**
- . **Other indications of effectiveness and performance quality of the employee.**

III. ADVANCED DETERMINATION OF GOALS:

Specific performance factors and goals must be determined at the beginning of the appraisal period jointly by the employee and their respective supervisor. *For positions with a large number of employees with very similar job duties (i.e. laborers, health room technician), the Supervisor may determine the factors and goals to be rated for all employees.* It is suggested that specific performance factors and goals be established through the following process:

- . **Employees develop and propose their own performance factors and goals.**
- . **Supervisors review the employee's proposed performance factors and goals for completeness of job coverage, conformity with countywide goals and objectives, and other features; and note areas of agreement or disagreement.**
- . **The supervisor and employee then meet to reach an agreement on final performance factors and goals. However, the supervisor has the final responsibility for setting the final performance factors and goals.**

IV. PERFORMANCE LEVELS:

The five (5) performance levels and their definitions are as follows:

(5)-Significantly and consistently exceeds all standards/expectations: consistently exceed the highest established standards/expectations.

(4)-Exceeds standards/expectations: exceed normal standards/expectations.

(3)-Meets standards/expectations: consistently meets the basic requirements for the position.

(2)-Fails to meet standards/expectations: does not meet all standards/expectations, but indicates potential to function effectively in the position.

An annual or interim evaluation with an overall rating of "2" or "1" (2.49 - 1) must be reviewed/approved by the Director of Human Resources before review with the employee.

Employees that receive a interim or final average (overall rating) of “2” (1.5 – 2.49) or “1” (1-1.49) will be placed on a conditional employment status based upon the criteria specified in the performance evaluation and will have his/her employment status re-evaluated.

For an employee with conditional status, performance evaluations will be completed every ninety (90) days to verify progress and compliance toward the specific criteria and goals. If the overall rating becomes a “3”, the employee will be removed from conditional status. However, continued failure to meet standards (overall rating of “2” or “1”) may result in disciplinary action, up to and including separation from employment.

(1)-Unsatisfactory: consistently falls below standards/expectations, and appears unable to function effectively in the position.

Both interim and final evaluations with an overall rating of “1” (1-1.49) must be reviewed and approved by the Director of Human Resources before review with the employee. Interim evaluations should clearly state that if specific improvements are not made and the final rating is a “1”, the employee will be terminated.

If the final evaluation rating is a “1,” the evaluation is given to the employee and the employee is separated from employment.

An individual must achieve a final average rating of “2.5” or greater to be considered “fully satisfactory.”

V. PERFORMANCE REVIEWS:

Three (3) performance/review/counseling sessions must be conducted during the evaluation year period. The **first session** - the performance goal setting review will be conducted at the very beginning of the evaluation period. At this counseling session, the incumbent and rater will agree on (5 to 10) performance factors and goals from both the pre-determined menu and customized factors. The supervisor has final say on the goals and factors to be rated. For exempt employees, the final list of factors must include two (2) customized factors.

The **second session** - the interim performance review will be conducted at least once during the year (more often, if deemed necessary) to discuss performance and note any changes in conditions or assumptions affecting goals. Ratings are not required during the interim evaluation.

The **third session** - the final performance review will be held at the end of the performance appraisal period or at any time during the year if an employee or his/her supervisor is reassigned or leaves the organization. Assuming that the first two performance review sessions have been done, the final performance review meeting should consist of the following steps:

1. Review previously agreed upon performance factors and goals.
2. Review accumulated performance data for each criteria (this data may include letters of commendation, employee warning reports, attendance records, etc.)
3. Compare actual performance data with goals.
4. Discuss the performance rating on each performance factor.
5. Discuss the final average rating.

VI. REVIEW:

The performance evaluation form must be signed at all three review stages by the employee (incumbent), the rater (immediate supervisor), and the reviewer (normally the department head or division director).

The Director of Human Resources or designee must review any evaluation that has a **final average rating** of 4.5 or above and bonuses are being paid OR below 2.5, for all positions below the Division Director level. *This review must take place before the evaluation is given to the employee.*

The Director of Human Resources may request a meeting with the rater and reviewer to discuss exceptionally high or low performance ratings.

VII. APPEALS:

If the evaluation process, as outlined, is followed and the proper coaching and counseling is done throughout the evaluation period, there should not be any unexpected surprises during the interim or final review session.

However, should a regular employee feel that he/she has not been rated properly, the employee may file a written appeal requesting a hearing to the Division Director or appropriate administrator within five (5) working days of the interim or final review session. This detailed appeal must explain why the review was inaccurate and have documentation attached to support the appeal. Probationary employees are not eligible to appeal a performance evaluation.

Upon receipt of the request for a hearing, the Division Director, or appropriate administrator, shall set a date, time and place for such a hearing not less than five (5) nor more than ten (10) working days after receipt of the request, unless otherwise mutually agreed upon by both parties and shall notify the employee thereof. After the hearing, the Division Director, or appropriate administrator, will advise the employee of the decision in writing within five (5) working days.

If the employee still is unsatisfied, the employee may file a written appeal to the Director of Human Resources. The written appeal must be filed within five (5) working days of receipt of

the decision of the Division Director's decision and must be submitted on the Performance Evaluation Appeals Form with documentation of the reasons for the appeal. The Director of Human Resources along with one Division Director will review the written appeal. This Division Director will be chosen by the employee from a list of five (5) Division Directors that will be selected by the Director of Human Resources and who will serve on this appeals committee for a one (1) year period. If the Division Director who held the initial hearing is on the appeals committee, the employee cannot select this Division Director.

The Director of Human Resources and the selected Division Director will review the written appeal and documentation, and will render a written decision within fifteen (15) working days of receipt of the appeal. The decision of this committee will be final.

VIII. TRAINING:

All Supervisors and Managers will be trained in the evaluation process. This training will include, but will not be limited to:

- Establishing position-specific performance factors and goals.
- Coaching and Counseling.
- Controls ensuring rating consistency.
- Documenting performance issues.
- Communicating appraisal results.

IX. EVALUATION FORMS AND SCHEDULE:

The Performance Evaluation Form must be used for all regular employees. The form contains a menu of seventeen (17) pre-determined performance factors and additional blank spaces provided to customize the evaluation to a specific classification and/or individual. For exempt employees, two customized factors must be developed.

In any event, at the end of the initial planning session, the incumbent and rater will have a total of between five (5) and ten (10) performance factors, depending on the weighting of the factors, in which the employee will be evaluated. The initial planning session should be completed no later than **September 30**.

The second formal evaluation review session (the interim review) will be conducted at least once during the year (more often, if deemed necessary) to discuss performance and note any changes in conditions or assumptions affecting goals. This review should be conducted midway through the fiscal year. Once this review occurs, the appropriate area should be signed and dated. If the rating is below "2.5," the Director of Human Resources must review the evaluation before review with the employee.

The final performance review will be held at the end of the performance appraisal period or at any time during the year if an employee or his/her supervisor is reassigned or leaves the organization. The final performance review is due to Human Resources by **August 1**. If an employee or supervisor leaves the organization, or is reassigned within the organization throughout the year, a final review session must occur at that time.

Prior to the final review session, the rater should determine the performance rating for each performance factor. If the overall rating is “4.5” and above or below “2.5”, the evaluation *must be reviewed and signed by the Human Resources Director before review with the employee. These evaluations are due by July 15.* During the final session, the rater and employee should review previously agreed upon performance factors and goals; discuss accumulated performance data for each criterion; and compare actual performance with goals. In addition, the ratings for each performance factor should be discussed. *The performance rating in each category must be a whole number only (no fractions or decimal points).*

Raters are encouraged to note comments concerning each factor in the appropriate block. Additional comments may be noted on the back of the form.

The rater should add all performance ratings and record the total in the appropriate space. This total must then be divided by 100 and the average final rating recorded where appropriate *(Please note that this will be the only rating containing a fraction or decimal point.)*

X. BONUS AMOUNTS:

Based on the Pay for Performance System and the approved budget to fund Pay for Performance, regular employees who worked at least six (6) months in the fiscal year and who are still employed on the last day of the final pay period in the fiscal year may be eligible to receive the following:

Final Performance Range	Bonus Amount	Final Performance Range	Bonus Amount
3.5 – 3.59	\$500	4.3 – 4.39	\$900
3.6 – 3.69	\$550	4.4 – 4.49	\$950
3.7 – 3.79	\$600	4.5 – 4.59	\$1,000
3.8 – 3.89	\$650	4.6 – 4.69	\$1,050
3.9 – 3.99	\$700	4.7 – 4.79	\$1,100
4.0 – 4.09	\$750	4.8 – 4.89	\$1,150
4.1 – 4.19	\$800	4.9 – 5.0	\$1,200
4.2 – 4.29	\$850		

1. Overall rating of “5”, “4” or “3” (2.5 – 5.0) (meets standards/expectations) - 100% of regular increase

2. Overall rating of “2” (1.5 – 2.49) (fails to meet standards/expectations) - 50% of regular increase
3. Overall rating of “1” (1 – 1.49) (unsatisfactory) - no increase

XI. BONUS ELIGIBILITY:

Based on the Pay for Performance System and the approved budget to fund Pay for Performance, regular employees who worked at least six (6) months in the fiscal year and who are employed on the last day of the final pay period in the fiscal year may be eligible to receive a bonus.

An employee who has a leave of absence of any type except Military and Workers' Compensation for more than ninety (90) calendar days in any fiscal would not be eligible to receive a bonus.

* This Section does not apply to sworn personnel and uniformed corrections personnel employed by the Sheriff's Office and bargaining unit personnel in the Division of Fire and Rescue Services.

	Actual August	Projection Sep-Jun	Funds Available
JCESA	\$306,042.45	\$1,128,220.87	\$1,463,677.83
Ambulance	\$125,772.78	\$463,618.64	\$626,569.75
Mortgage	\$13,494.00	\$67,470.00	\$29,414.51
			\$37,178.33

* Required by USDA to have 1 year payments in reserve

Jefferson County Emergency Services Agency
AMB

Expenses	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Full Time	16,956.74	31,651.20	21,100.00	21,100.00	21,100.00	21,100.00	21,100.00	21,100.00	31,651.20	21,100.00	21,100.00	21,100.00	270,159.14
Part Time - Ops	5,333.88	7,771.91	6,342.78	6,342.78	6,342.78	6,342.78	6,342.78	6,342.78	9,514.17	6,342.78	6,342.78	6,342.78	79,704.78
Overtime - OPS	2,717.96	3,494.84	3,309.26	3,309.26	3,309.26	3,309.26	3,309.26	3,309.26	4,963.89	3,309.26	3,309.26	3,309.26	40,960.03
Medical Director	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Worker Comp	7,814.25	7,814.25	-00	-00	-00	-00	7,814.25	-00	-00	7,814.25	-00	-00	31,257.00
FICA/Med	1,913.12	3,283.26	2,352.53	2,352.53	2,352.53	2,352.53	2,352.53	2,352.53	5,606.96	2,352.53	2,352.53	2,352.53	31,976.12
Subtotal	34,735.75	54,015.46	33,104.57	33,104.57	33,104.57	33,104.57	40,918.92	33,104.57	51,736.22	40,918.82	33,104.57	33,104.57	454,057.07
Hosp	5,672.30	4,846.59	5,672.30	5,672.30	5,672.30	5,672.30	5,672.30	5,672.30	5,672.30	5,672.30	5,672.30	5,672.30	67,241.89
Life	244.12	271.46	244.12	244.12	244.12	244.12	244.12	244.12	244.12	244.12	244.12	244.12	2,956.78
Dental	325.98	325.98	325.98	325.98	325.98	325.98	325.98	325.98	325.98	325.98	325.98	325.98	3,911.76
Retirement	2,188.88	3,690.32	2,188.88	2,188.88	2,188.88	2,188.88	2,188.88	2,188.88	2,188.88	2,188.88	2,188.88	2,188.88	27,768.00
Subtotal	8,431.28	9,134.35	8,431.28	8,431.28	8,431.28	8,431.28	8,431.28	8,431.28	8,431.28	8,431.28	8,431.28	8,431.28	101,878.43
Fuel	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Maintenance	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
License Ops	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Supplies	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Auto Insurance	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Liability	17,660.00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	17,660.00
Erns Supplies	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Misc and Cloth	370.14	394.69	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	764.83
Tech Svc	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Trav/Train	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Subtotal	18,030.14	394.69	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	18,424.83
Prof Svc	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Medical Exp	844.41	186.68	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	1,031.09
Postage	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Office Exp	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Equip Rent	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Telephone	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Utilities	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Rep & Maint	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Advertising	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Dues & Sub	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Audit Costs	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Backgroun Ck	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Other	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Third Party Billing	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Subtotal	844.41	186.68	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	1,031.09
Equipment	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	14,000.00	14,000.00
Subtotal	62,041.58	63,731.18	41,535.85	41,535.85	41,535.85	41,535.85	49,350.10	41,535.85	60,167.50	49,350.10	41,535.85	55,535.85	589,391.42
		125,772.76	167,308.61	208,844.46	250,380.31	291,916.16	341,266.27	382,802.12	442,969.62	492,319.72	533,855.57	589,391.42	
Income	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Misc	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Ambulance	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Interest	51.67	48.29	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	99.96
	51.67	48.29	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	99.96

Jefferson County Emergency Services Agency
Transaction List by Vendor
August 2015

Type	Date	Num	Account	Amount
Accurate Systems Inc				
Bill	08/10/2015		201-000 · Accounts ...	-874.40
Bill Pmt -Check	08/10/2015	9371	102-000 · Payroll Ch...	-874.40
AFLAC				
Liability Check	08/31/2015	9407	102-000 · Payroll Ch...	-805.66
Alliant LLC				
Bill	08/24/2015		201-000 · Accounts ...	-107.50
Bill Pmt -Check	08/24/2015	ACH	101-000 · General F...	-107.50
Arrow International Inc				
Bill	08/24/2015		201-000 · Accounts ...	-675.24
Bill Pmt -Check	08/24/2015	9384	102-000 · Payroll Ch...	-675.24
Baker Business Consulting				
Bill	08/24/2015		201-000 · Accounts ...	-550.00
Bill Pmt -Check	08/24/2015	9385	102-000 · Payroll Ch...	-550.00
BJ's Custom Creations				
Bill	08/10/2015		201-000 · Accounts ...	-314.00
Bill Pmt -Check	08/10/2015	9372	102-000 · Payroll Ch...	-314.00
BoundTree Medical				
Bill	08/10/2015		201-000 · Accounts ...	-1,481.60
Bill Pmt -Check	08/10/2015	9373	102-000 · Payroll Ch...	-1,481.60
Bill	08/24/2015		201-000 · Accounts ...	-7.26
Bill Pmt -Check	08/24/2015	9386	102-000 · Payroll Ch...	-7.26
Bureau for Child Support Enforcement				
Liability Check	08/03/2015	9362	102-000 · Payroll Ch...	-135.23
Liability Check	08/17/2015	9383	102-000 · Payroll Ch...	-135.23
Liability Check	08/31/2015	9409	102-000 · Payroll Ch...	-283.85
Liability Check	08/31/2015	9410	102-000 · Payroll Ch...	-135.23
Business Card Services 1668				
Bill	08/24/2015		201-000 · Accounts ...	-232.91
Bill Pmt -Check	08/24/2015	9387	102-000 · Payroll Ch...	-232.91
Business Card Services 3421				
Bill	08/24/2015		201-000 · Accounts ...	-768.13
Bill Pmt -Check	08/24/2015	9388	102-000 · Payroll Ch...	-768.13
Carol Smith				
Bill	08/31/2015		201-000 · Accounts ...	-1,000.00
Bill Pmt -Check	08/31/2015	9408	102-000 · Payroll Ch...	-1,000.00
Comcast				
Bill	08/24/2015		201-000 · Accounts ...	-263.93
Bill Pmt -Check	08/24/2015	9389	102-000 · Payroll Ch...	-263.93
Dearborn National Life Insurance Company				
Bill	08/24/2015		201-000 · Accounts ...	-642.37
Bill Pmt -Check	08/24/2015	9390	102-000 · Payroll Ch...	-642.37
DISH				
Bill	08/24/2015		201-000 · Accounts ...	-58.30
Bill Pmt -Check	08/24/2015	9391	102-000 · Payroll Ch...	-58.30
Dr. Jennifer M. Robertson				
Bill	08/17/2015		201-000 · Accounts ...	-500.00
Bill Pmt -Check	08/24/2015	9392	102-000 · Payroll Ch...	-500.00
EFTPS				
Liability Check	08/03/2015	EFTPS	102-000 · Payroll Ch...	-3,850.68
Liability Check	08/04/2015	EFTPS	102-000 · Payroll Ch...	-7,659.06
Liability Check	08/17/2015	EFTPS	102-000 · Payroll Ch...	-3,510.50
Liability Check	08/17/2015	EFTPS	102-000 · Payroll Ch...	-8,194.20
Liability Check	08/25/2015	EFTPS	102-000 · Payroll Ch...	-115.92
Liability Check	08/31/2015	EFTPS	102-000 · Payroll Ch...	-11,069.10
Elizabeth Kay Nester				
Bill	08/19/2015		201-000 · Accounts ...	-100.00
Bill Pmt -Check	08/24/2015	9393	102-000 · Payroll Ch...	-100.00
Emergency Medical Products				
Bill	08/24/2015		201-000 · Accounts ...	-155.50
Bill Pmt -Check	08/24/2015	9394	102-000 · Payroll Ch...	-155.50
Fisher Auto Parts				
Bill	08/10/2015		201-000 · Accounts ...	-39.03
Bill Pmt -Check	08/10/2015	9374	102-000 · Payroll Ch...	-39.03
Gall's Inc				
Bill	08/10/2015		201-000 · Accounts ...	-165.69
Bill Pmt -Check	08/10/2015	9364	102-000 · Payroll Ch...	-165.69

Jefferson County Emergency Services Agency

Transaction List by Vendor

August 2015

09/02/15

Type	Date	Num	Account	Amount
Bill	08/24/2015		201-000 · Accounts ...	-278.93
Bill Pmt -Check	08/24/2015	9395	102-000 · Payroll Ch...	-278.93
Guardian-Bethlehem				
Bill	08/25/2015		201-000 · Accounts ...	-913.34
Bill Pmt -Check	08/25/2015	9402	102-000 · Payroll Ch...	-913.34
Henry Schein				
Bill	08/25/2015		201-000 · Accounts ...	-75.00
Bill Pmt -Check	08/25/2015	9403	102-000 · Payroll Ch...	-75.00
Highmark Blue Cross				
Bill	08/24/2015		201-000 · Accounts ...	-12,018.10
Bill Pmt -Check	08/24/2015	9396	102-000 · Payroll Ch...	-12,018.10
HireRight				
Bill	08/25/2015		201-000 · Accounts ...	-162.30
Bill Pmt -Check	08/25/2015	9404	102-000 · Payroll Ch...	-162.30
Jefferson Medical Center				
Bill	08/10/2015		201-000 · Accounts ...	-120.00
Bill Pmt -Check	08/10/2015	9365	102-000 · Payroll Ch...	-120.00
Jefferson Medical Center .				
Bill	08/10/2015		201-000 · Accounts ...	-1,308.44
Bill Pmt -Check	08/10/2015	9366	102-000 · Payroll Ch...	-1,308.44
Jefferson Utilities Inc				
Bill	08/24/2015		201-000 · Accounts ...	-287.61
Bill Pmt -Check	08/24/2015	9397	102-000 · Payroll Ch...	-287.61
Marty Freeman				
Bill	08/10/2015		201-000 · Accounts ...	-180.00
Bill Pmt -Check	08/10/2015	9375	102-000 · Payroll Ch...	-180.00
Mazzitti & Sullivan EAP Services				
Bill	08/10/2015		201-000 · Accounts ...	-180.00
Bill Pmt -Check	08/10/2015	9367	102-000 · Payroll Ch...	-180.00
Medical Claims Assistance, Inc				
Bill	08/10/2015		201-000 · Accounts ...	-513.88
Bill Pmt -Check	08/10/2015	9368	102-000 · Payroll Ch...	-513.88
Bill	08/10/2015		201-000 · Accounts ...	-10.72
Bill Pmt -Check	08/10/2015	9376	102-000 · Payroll Ch...	-10.72
Bill	08/24/2015		201-000 · Accounts ...	-105.54
Bill Pmt -Check	08/24/2015	9398	102-000 · Payroll Ch...	-105.54
Moore Medical				
Bill	08/10/2015		201-000 · Accounts ...	-136.31
Bill Pmt -Check	08/10/2015	9369	102-000 · Payroll Ch...	-136.31
Potomac Edison				
Bill	08/10/2015		201-000 · Accounts ...	-560.00
Bill Pmt -Check	08/10/2015	9377	102-000 · Payroll Ch...	-560.00
Quest Diagnostics				
Bill	08/10/2015		201-000 · Accounts ...	-275.00
Bill Pmt -Check	08/10/2015	9378	102-000 · Payroll Ch...	-275.00
RICOH USA IKON OUSC				
Bill	08/24/2015		201-000 · Accounts ...	-55.05
Bill Pmt -Check	08/24/2015	9399	102-000 · Payroll Ch...	-55.05
RICOH USA USC1				
Bill	08/10/2015		201-000 · Accounts ...	-170.64
Bill Pmt -Check	08/10/2015	9379	102-000 · Payroll Ch...	-170.64
Roberts Oxygen Company Inc				
Bill	08/10/2015		201-000 · Accounts ...	-205.32
Bill Pmt -Check	08/10/2015	9380	102-000 · Payroll Ch...	-205.32
Shenandoah Valley Water				
Bill	08/10/2015		201-000 · Accounts ...	-41.70
Bill Pmt -Check	08/10/2015	9381	102-000 · Payroll Ch...	-41.70
Sprint				
Bill	08/10/2015		201-000 · Accounts ...	-349.95
Bill Pmt -Check	08/10/2015	9382	102-000 · Payroll Ch...	-349.95
Staples				
Bill	08/24/2015		201-000 · Accounts ...	-258.34
Bill Pmt -Check	08/24/2015	9400	102-000 · Payroll Ch...	-258.34
University Healthcare Physicians				
Bill	08/25/2015		201-000 · Accounts ...	-4,500.00
Bill Pmt -Check	08/25/2015	9405	102-000 · Payroll Ch...	-4,500.00
USDA				

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09/02/15

Jefferson County Emergency Services Agency
Transaction List by Vendor
August 2015

Type	Date	Num	Account	Amount
Check	08/24/2015	ACH	104-000 · Mortgage ...	-6,747.00
Witmer Public Safety Group				
Bill	08/10/2015		201-000 · Accounts ...	-229.00
Bill Pmt -Check	08/10/2015	9370	102-000 · Payroll Ch...	-229.00
Bill	08/24/2015		201-000 · Accounts ...	-132.00
Bill Pmt -Check	08/24/2015	9401	102-000 · Payroll Ch...	-132.00
Bill	08/25/2015		201-000 · Accounts ...	-12.00
Bill Pmt -Check	08/25/2015	9406	102-000 · Payroll Ch...	-12.00
WVCoRP				
Bill	08/31/2015		201-000 · Accounts ...	-30,684.75
Bill Pmt -Check	08/31/2015	9411	102-000 · Payroll Ch...	-30,684.75