



TriCo Regional Sewer Utility

www.TriCo.eco Phone (317) 844-9200 Fax (317) 844-9203

PERSONNEL & BENEFITS COMMITTEE MEETING

Wednesday, August 28, 2019 @ 7:30 A.M.
10701 N. College Ave, Suite A, Indianapolis, IN 46280

AGENDA

1. Public Comment
2. Safety Update
3. Manager Review Form
4. Office Unification Update
5. Other Business

Next Scheduled Meeting: Wednesday, September 25, 2019 @ 7:30 A.M.



MEMORANDUM

To: P&B Committee
From: Loren Prange
Date: August 27, 2019
Subject: Safety Update

TriCo had no reportable injuries and has gone 3479 days without a lost time accident.

The following safety tailgate sessions were held:

07/16/19	Biohazards and Worker Safety
07/30/19	Weld Well to End Well
07/02/19	Trenching: Don't dig into trouble
08/06/19	Don't be shocked by charged pipes
08/20/19	Handling the load: Forklift safety

TriCo has added two new collection department employees this summer. The new employees completed their orientation and have started safety training.

The Engineering department replaced an older air monitor calibration station.

Safety Plus Web training history will be added to the P&B file each month for your review.



Training History

TriCo Regional Sewer Utility (TriCo)

Beginning Date: 8/1/2019

Ending Date: 8/27/2019

Employee	Course	Comments	Status	TIME	Date Taken	Next Due Date
Cain, Cody	Accident Reporting	CBT English	Completed	5	8/21/2019	8/21/2020
Cain, Cody	Back Safety	CBT English	Completed	5	8/21/2019	8/21/2020
Cain, Cody	Compressed Gases	CBT English	Completed	5	8/21/2019	8/21/2020
Cain, Cody	Confined Space - General Industry/Construction	CBT English	Completed	30	8/21/2019	8/21/2020
Cain, Cody	Defensive Driving	CBT English	Completed	35	8/26/2019	8/26/2020
Cain, Cody	Ergonomics and Back Safety	CBT English	Completed	35	8/26/2019	8/26/2020
Cain, Cody	Housekeeping	CBT English	Completed	5	8/26/2019	8/26/2020
Cain, Cody	Trucking - Changing Lanes Safely	CBT English	Completed	5	8/26/2019	8/26/2118
Hood, Joe	Tools - Hand and Power	CBT English	Completed	40	8/26/2019	8/26/2020
Huntley, Kermin	Ergonomics and Back Safety	CBT English	Completed	35	8/19/2019	8/19/2020
Huntley, Kermin	Personal Protective Equipment (PPE)	CBT English	Completed	25	8/19/2019	8/19/2020
Huntley, Kermin	Trucking - Adverse Driving Conditions	CBT English	Completed	10	8/20/2019	8/20/2118
Huntley, Kermin	Trucking - Backing Awareness	CBT English	Completed	10	8/21/2019	8/21/2118
Huntley, Kermin	Trucking - Changing Lanes Safely	CBT English	Completed	5	8/21/2019	8/21/2118
Huntley, Kermin	Trucking - Distracted Driver	CBT English	Completed	5	8/21/2019	8/21/2118
Huntley, Kermin	Trucking - Intersections	CBT English	Completed	10	8/20/2019	8/20/2118
Huntley, Kermin	Trucking - Tailgating	CBT English	Completed	5	8/20/2019	8/20/2118
Huntley, Kermin	Trucking - Workzone Safety	CBT English	Completed	5	8/21/2019	8/21/2118
Huntley, Kermin	Violence In the Workplace	CBT English	Completed	10	8/20/2019	8/20/2020



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Beginning Date: 8/1/2019

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Employee	Course	Comments	Status	TIME	Date Taken	Next Due Date
Odom, Shaun	Flagger Safety Training	CBT English	Completed	20	8/7/2019	8/7/2024
Odom, Shaun	Forklift Training for Standard Industry and Construction	CBT English	Completed	25	8/14/2019	8/14/2022
Odom, Shaun	Hazard Communication New Standard 2012	CBT English	Completed	30	8/26/2019	8/26/2020
Odom, Shaun	Hearing Protection and Conservation	CBT English	Completed	20	8/22/2019	8/22/2020
Odom, Shaun	Housekeeping	CBT English	Completed	5	8/7/2019	8/7/2020
Odom, Shaun	Hydrogen Sulfide - H2S	CBT English	Completed	20	8/22/2019	8/22/2020
Odom, Shaun	Stairways and Ladders	CBT English	Completed	15	8/14/2019	8/14/2020
Odom, Shaun	Tools - Hand and Power	CBT English	Completed	40	8/26/2019	8/26/2020
Odom, Shaun	Trucking - Backing Awareness	CBT English	Completed	10	8/14/2019	8/14/2118
Odom, Shaun	Trucking - Distracted Driver	CBT English	Completed	5	8/14/2019	8/14/2118
Odom, Shaun	Trucking - Tailgating	CBT English	Completed	5	8/14/2019	8/14/2118
Odom, Shaun	Trucking - Workzone Safety	CBT English	Completed	5	8/14/2019	8/14/2118
Odom, Shaun	Trucking - Workzone Safety	CBT English	Completed	5	8/14/2019	8/14/2118
Odom, Shaun	Violence In the Workplace	CBT English	Completed	10	8/26/2019	8/26/2020
Odom, Shaun	Welding and Cutting	CBT English	Completed	10	8/26/2019	8/26/2020
Odom, Shaun	Working in Cold Conditions	CBT English	Completed	10	8/14/2019	8/14/2020
Odom, Shaun	Working in Hot Conditions	CBT English	Completed	5	8/14/2019	8/14/2020
Sanchez, Manny	Accident Reporting	CBT English	Completed	5	8/21/2019	8/21/2020
Sanchez, Manny	Back Safety	CBT English	Completed	5	8/21/2019	8/21/2020



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Sanchez, Manny	Compressed Gases	CBT English	Completed	5	8/21/2019	8/21/2020
Sanchez, Manny	Confined Space - General Industry/Construction	CBT English	Completed	30	8/21/2019	8/21/2020
Sanchez, Manny	EEO and Anti-Harassment	CBT English	Completed	5	8/26/2019	8/26/2020
Sanchez, Manny	Hearing Protection and Conservation	CBT English	Completed	20	8/26/2019	8/26/2020
Sanchez, Manny	Housekeeping	CBT English	Completed	5	8/22/2019	8/22/2020
Sanchez, Manny	Lock Out Tag Out Awareness	CBT English	Completed	10	8/26/2019	8/26/2020
Sanchez, Manny	Signal Person Training	CBT English	Completed	20	8/26/2019	8/26/2020
Sanchez, Manny	Spill Containment	CBT English	Completed	10	8/26/2019	8/26/2020
Sanchez, Manny	Stairways and Ladders	CBT English	Completed	15	8/22/2019	8/22/2020
Sanchez, Manny	Trucking - 3 Points of Contact	CBT English	Completed	5	8/22/2019	8/22/2118
Sanchez, Manny	Trucking - Adverse Driving Conditions	CBT English	Completed	10	8/22/2019	8/22/2118
Sanchez, Manny	Trucking - Backing Awareness	CBT English	Completed	10	8/22/2019	8/22/2118
Sanchez, Manny	Trucking - Changing Lanes Safely	CBT English	Completed	5	8/22/2019	8/22/2118
Sanchez, Manny	Trucking - Distracted Driver	CBT English	Completed	5	8/22/2019	8/22/2118
Sanchez, Manny	Trucking - Intersections	CBT English	Completed	10	8/22/2019	8/22/2118
Sanchez, Manny	Trucking - Rollover Safety	CBT English	Completed	5	8/22/2019	8/22/2118
Sanchez, Manny	Trucking - Tailgating	CBT English	Completed	5	8/22/2019	8/22/2118
Sanchez, Manny	Trucking - Workzone Safety	CBT English	Completed	5	8/22/2019	8/22/2118
Sanchez, Manny	Violence In the Workplace	CBT English	Completed	10	8/22/2019	8/22/2020



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Sanchez, Manny	Working in Cold Conditions	CBT English	Completed	10	8/22/2019	8/22/2020
Sanchez, Manny	Working in Hot Conditions	CBT English	Completed	5	8/22/2019	8/22/2020
Starr, Matt	Hazard Communication New Standard 2012	CBT English	Completed	30	8/23/2019	8/23/2020
Starr, Matt	Hearing Protection and Conservation	CBT English	Completed	20	8/23/2019	8/23/2020
Starr, Matt	Hydrogen Sulfide - H2S	CBT English	Completed	20	8/26/2019	8/26/2020
Starr, Matt	Lock Out Tag Out Awareness	CBT English	Completed	10	8/26/2019	8/26/2020
Starr, Matt	Violence In the Workplace	CBT English	Completed	10	8/26/2019	8/26/2020
Starr, Matt	Working in Hot Conditions	CBT English	Completed	5	8/26/2019	8/26/2020



MEMORANDUM

To: P&B Committee

From: Andrew Williams

Date: August 27, 2019

Subject: Manager Performance Review Form

The Board asked at the end of last year that the performance review form for the managers be revised to better reflect their responsibilities. The attached form has been revised to focus on management responsibilities. The managers have been working with HRD in the monthly training session to improve management skills and will be evaluated directly on their performance in these areas using this revised form.



2019 PERFORMANCE REVIEW

Employee Name:

Date:

Job Title:

Department:

Manager:

Review Period:

Essential Duties and Responsibilities from the Job Description:

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Performance Review Factors:

Superior Performance	Generally exceeds requirements with a minimum of guidance. Well above average performance.
Competent Performance	Responsibilities met in a wholly satisfactory manner. Normal guidance and supervision are required.
Marginal Performance	Improvement needed in some key job areas. Considerable guidance and supervision are required.
Unsatisfactory Performance	Major shortcomings in performance. Will require reassignment or separations if plans for progress are unsuccessful.

Performance Review

Provides a clear sense of purpose and direction, roles and responsibilities for employees.

Superior Competent Marginal Unsatisfactory

Comments:

Creates a team environment by recognizing and rewarding collaboration, cooperation and activities contributing to the District's success.

Superior Competent Marginal Unsatisfactory

Comments:

Makes time for employees and allows for discussion of issues. Establishes a genuine relationship and regard for each employee.

Superior **Competent** **Marginal** **Unsatisfactory**

Comments:

Keeps employees informed of new policies and performance expectations.

Superior **Competent** **Marginal** **Unsatisfactory**

Comments:

Demonstrates proper judgment and decision making. Makes sound judgements based on expertise and analysis.

Superior **Competent** **Marginal** **Unsatisfactory**

Comments:

Encourages employees to grow in their jobs and allows opportunities for training and education. Delegates tasks appropriately and holds employees accountable for results.

Superior **Competent** **Marginal** **Unsatisfactory**

Comments:

Equitably applies conduct and performance standards as well as adhering to the standards themselves.

Superior **Competent** **Marginal** **Unsatisfactory**

Comments:

Areas of Improvement and Career Development in the Past Year

List the areas for improvement and career development opportunities from the last review and indicate whether they were met and in what time frame.

Accomplishments Since the Last Review

Add goals met on the job.

Overall Evaluation of Performance

The final overall evaluation should be a summary of the individual's total performance, noting that each of the traits and skills may not be of equal importance.

Overall Performance Superior Competent Marginal Unsatisfactory

Comments:

Areas of Improvement for the Next Review

Identify areas for improvement for the employee and indicate in what time frame they are to be completed.

Employee's Comments

Signatures

Employee Signature

(Signature does not indicate agreement with the contents of the Performance Review, but acknowledges receipt of the Performance Appraisal.)

Date

Utility Director's Signature

Date