



TriCo Regional Sewer Utility

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PERSONNEL & BENEFITS COMMITTEE MEETING

Wednesday, September 25, 2019 @ 7:30 A.M.
10701 N. College Ave, Suite A, Indianapolis, IN 46280

AGENDA

1. Public Comment
2. 2020 COLA
3. Safety Update
4. Office Unification Update
5. 360 Review Process
6. Other Business

Next Scheduled Meeting: Wednesday, October 23, 2019 @ 7:30 A.M.



MEMORANDUM

To: P&B Committee

From: Andrew Williams

Date: September 19, 2019

Subject: Cost of Living Adjustment

Last year the Board approved changes to the Performance Management and Compensation Policy that switched the compensation approach to a Step System. When this policy was being developed the Board determined that they did not want to tie the COLA to a specific indicator. Therefore, as stated in the attached policy, the Board at its discretion may make an annual Cost of Living Adjustment to the step system. The P&B Committee should discuss any such adjustment and make a recommendation to the Board no later than the December meeting.



TriCo Regional Sewer Utility

Title **Performance Management and Compensation Policy**

Effective Date November 12, 2018 (Board Approved)

Policy

TriCo Regional Sewer Utility's Performance Management and Compensation Policy is a tool to aid the employee and manager in managing and documenting job performance and advancing employees within the pay range. Effective performance evaluation and feedback works toward achieving a positive contribution to the organization's business objectives. The process involves employee and manager participation. The performance review process is designed to be constructive for individual employees as well as the entire work group. This has several objectives:

- Ensures that employees clearly understand the scope and responsibilities of their job;
- Provides employees with periodic and specific job performance assessment;
- Provides feedback on employees' progress toward meeting the requirements of their job;
- Creates a development plan for employees' career growth;
- Links individual performance to departmental objectives and organizational goals.

Effective performance feedback is dependent upon the manager's ability to differentiate performance among employees. Managers should meet individually with their employees at least two times per year (mid-year and year-end) to discuss performance and provide a written review of the employee's performance. The primary purpose of the meeting should be to identify and reinforce an employee's strengths and to address areas for improvement through the use of the performance evaluation and development form. True performance management is ongoing, and managers are encouraged to meet with their employees monthly to verbally discuss performance.

STEP SYSTEM

Beginning in 2019, salaries will be based upon the step system adopted by the Board of Trustees. The goal of the Utility is to ensure that employees are fairly compensated relative to their performance and relative to the market's valuation of the job. Local and regional market factors may determine the range of compensation for a job based upon pay of benchmarked positions from municipalities and utilities. TriCo's objective is to have pay ranges that are competitive with other municipalities and utilities. The minimum and maximum hourly salary for each position is listed in the annual salary ordinance. The Board of Trustees, at its discretion, may make an annual Cost of Living Adjustment to the

Step System. The pay of individual employees in a position will always be equal to or less than the maximum as established by the salary ordinance.

PROCESS

The manager will complete a performance evaluation form for each employee providing factual data and examples of how the employee performed during the evaluation period compared to the expectations of their job descriptions. At the same time, the employees are asked to complete a self-evaluation to bring to the performance discussion with their manager. Once the managers have completed their evaluations, they will be reviewed by the Utility Director to ensure compliance and accuracy. Employees who are currently on a progressive disciplinary action plan may not be eligible for a step increase.



MEMORANDUM

To: P&B Committee
From: Loren Prange
Date: September 18, 2019
Subject: Safety Update

TriCo had no reportable injuries and has gone 3501 days without a lost time accident.

The following safety tailgate sessions were held:

08/27/19	Powerful Protection From PPE
09/06/19	Accident Investigation Key to Preventive Future Accidents
09/18/19	Safe Fueling Handling Practices

Confined Space training was completed on September 9th. The training provides new employees to work with a certified trainer to be prepared to make a preventive maintenance entry and or emergency repair entry.

Powered Industrial Truck training was also provided to the new workers and a refresher for the existing employees. New employees are required to be certified before they can operate the Utility's forklift. Employees must pass a driving and a written test to be certified.



MEMORANDUM

To: P&B Committee
From: Andrew Williams
Date: September 19, 2019
Subject: 360 Review Process

I am still investigating the use of a HR Consultant to conduct one-on-one 360 interviews with all staff at the end of the year instead of the online SurveyMonkey. HRD's proposal was a bit excessive. I have provided feedback to HRD and asked them to revise the scope. I am also investigating other HR professionals that could provide this service.

Using such an approach would enable the HR Consultant ask additional questions when a complaint/issue is stated by the employee. This approach would address the comment we have received in the past that there is no independent HR person to speak with since all employees report to me. It would also allow for follow-up with the employee by the HR Consultant while maintaining the employee's anonymity.