

BEFORE THE BOARD OF NORTHEAST TRI COUNTY HEALTH DISTRICT

IN THE MATTER OF ADOPTING
PERSONNEL POLICY CHANGE

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RESOLUTION 08-2013
ADOPTING PERSONNEL
POLICY CHANGE

WHEREAS, the Board of Health of the Northeast Tri County Health District has previously adopted personnel policies; **AND**

WHEREAS, amendments to those policies are necessary;

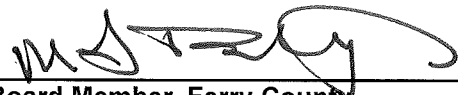
NOW, THEREFORE:

IT IS HEREBY RESOLVED by the Board of Health of the Northeast Tri County Health District that the attached Personnel Policy change is adopted and shall be in full force and effect within the jurisdiction of the Northeast Tri County Health District from this date.

Done this 17th day of July, 2013 in Republic, Washington and effective immediately upon signatures as of this date.




Board Member, City of Republic



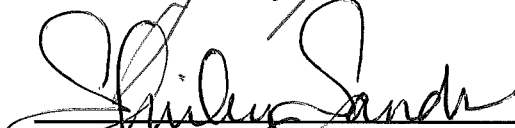
Board Member, Ferry County



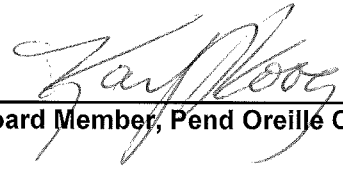
Board Member, City of Colville



Board Member, Ferry County



Board Member, City of Newport

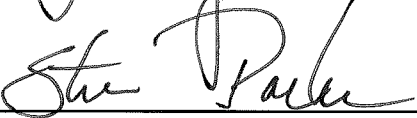


Board Member, Pend Oreille County

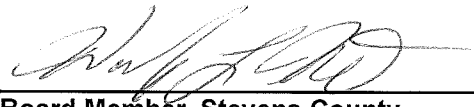


Health Officer

Board Member, Pend Oreille County



Board Member, Stevens County



Board Member, Stevens County



Northeast Tri County
HEALTH DISTRICT

Employee: _____

Position: _____

Annual Other

If Other Please Explain: _____

License/Certification #: _____

Longevity in position: _____

Period of Review: _____

(Anniversary date): _____

(Hire date): _____

Supervisor's Name: _____

Next Evaluation/Follow Up Due: _____

Form Completed By: _____

Date: _____

RATING CHART

N/O Not Observed – cannot be rated during this time period

N/A Not Applicable – does not apply to this individual

B Below Expectations – performance which falls short of agreed upon expectations

M Meets Expectations – consistent performance which meets and occasionally exceeds the agreed upon expectations of the position

E Exceeds Expectations – consistent performance beyond agreed upon expectations for the position, high degree of expertise and a model of excellence

- Note:
- Ratings of Below or Exceeds Expectations require backup documentation under comments.
 - Performance Standards under each category should be discussed with the employee at the beginning of the evaluation period.

PERFORMANCE EVALUATION

1.	WORK HABITS	N/O-N/A M-B-E
	Observation of hours of work, rest and lunch periods	
	Use of time	
	Organization of work	
	Timeliness of work	
	Appearance and demeanor appropriate to duties	
	Follows up as necessary	
	Maintains work area appropriately	
	Observes established and essential safety standards	
	Confidentiality observed and signed agreement in employee file	
	Current on appropriate immunizations and TB skin test with record in file depending on specific job criteria	
	Complies with rules, policies and procedures (<i>has read & initialed NETCHD Personnel Policy Manual</i>)	
	TOTAL	
	Comments:	

2.	RELATIONSHIPS	N/O-N/A M-B-E
	Establishes and maintains effective working relationships	
	Projects appropriate image to community	
	Inspires respect and confidence from others	
	Positive effects on morale of other employees	
	Adequately handles confrontations, hostility and anger	
	Communicates with clients and work colleagues in a professional, tactful and constructive manner	
	TOTAL	
	Comments:	

3.	FLEXIBILITY AND INDEPENDENT ACTION	N/O-N/A M-B-E
	Adaptable to change	
	Ability to handle adverse situations	
	Shows initiative in work improvements and offers suggestions	
	Identifies and corrects errors	
	TOTAL	
	Comments:	

4.	DEPENDABILITY	N/O-N/A M-B-E
	Fulfills commitments	
	Consistent and able to focus on job	
	Physically capable of performing duties of position	
	Reliable in job	
	Functions independently as appropriate	
	Able to follow and 'conclude a plan of action'	
	Keeps supervisor informed of changing situations	
	Following of agency procedures and channels	
	TOTAL	
	Comments:	

5.	QUALITY	N/O-N/A M-B-E
	Pays attention to detail	
	Work is accurate	
	Work is organized	
	Work is complete	
	Work is planned	
	TOTAL	
	Comments:	

6.	QUANTITY OF WORK	N/O-N/A M-B-E
	Produces the required work	
	Completes required paperwork	
	TOTAL	
	Comments:	

7.	ATTITUDE AND INTEREST	N/O-N/A M-B-E
	Displays positive attitude toward job	
	Promotes harmony within unit	
	Improves knowledge and skill with readings and workshops	
	Provides constructive input and improvements	
	Willingness to assume responsibilities	
	Attempts to carry out goals and objectives of agency	
	Relations with ethnic groups and handicapped	
	TOTAL	
	Comments:	

8.	JOB KNOWLEDGE	N/O-N/A M-B-E
	Understands principles, implements regulations and enforces them appropriately	
	Makes appropriate decisions	
	Makes timely decisions	
	Application of skill gained from education and experience	
	Applies knowledge to related problems	
	Proficiency and care for use of equipment or machines	
	TOTAL	
	Comments:	

9. USE OF SUPERVISION	N/O-N/A M-B-E
Functions independently as appropriate	
Uses supervisor appropriately	
Questions and discussions appropriate to employee expected performance level	
Keeps supervisor informed of matters pertinent to work	
Able to understand and implement a plan formulated by others	
Professional attitude toward supervisor's authority	
Level of active participation in supervision	
TOTAL	
Comments:	

Employee Signature

Supervisor Signature

Reviewing Supervisor
Signature

DEVELOPMENT PLAN:

AREAS REQUIRING DEVELOPMENT:

RECOMMENDATIONS FOR IMPROVED PERFORMANCE

EVALUATION SUMMARY:

Employee Signature

Supervisor Signature