

AGENDA ITEM # IV.

Instructions:

Performance Management Plan: Employee and Department Head Signature and Date only

Performance Review: Complete all information below

Employee Development/Performance Improvement:

Nate has proven himself, during his probationary period, as being a valuable member of the planning team here at the Association. It is my observation that Nate is exceeding the quality of work and understanding of the complexities of the long range planning assignment he has been given. His work on the NHMP document is of much higher quality that one might expect from a planner with less than one year of on the job experience at the Association. Nate has been exposed to a multitude of planning issues, some very complex in the six months he has been here. It is clearly evident that the experience that Nate brought from the prior internships he was involved with reflects in his work. The effort on the Natural Hazard Mitigation Plan is of the quality that would be undertaken by much more seasoned planner. Beginning with the new CDBG program year, Nate will be immersed into the CDBG program. It is not expected that he will have an immediate and perfect knowledge of this complex program. He will be expected to regularly seek out explanations of steps and procedures by communicating with the CED Director and/or state CDBG staff as needed.

I recommend a one-step increase for Nate from 22-01 (\$3,438.00) to 22-02 (\$3,548.00) effective retroactively to July 1, 2016. This is an increase of \$110.00 per month. This is commensurate with Nate's job performance during his probationary period and in his increased responsibilities in taking over the regional administration of the CDBG program effective July 1, 2016.

Employee Comments:

Agree Disagree with Performance Review (check one)

Employee Signature:  Date: 7/7/2016

Department Head Signature:  Date: 7/7/2016

Executive Director Signature:  Date: 12 Jul 2016

Yes No

Recommended for Merit Increase: Not Applicable Recommend step increase from 22-01 to 22-02 effective 1 July 2016.

For HR use only: