



HARRISVILLE CITY

363 W. Independence Blvd · Harrisville, Utah 84404 · 801-782-4100
www.cityofharrisville.com

MAYOR:
Michelle Tait

COUNCIL MEMBERS:
Grover Wilhelmsen
Steve Weiss
Blair Christensen
Max Jackson
Kenny Loveland

CITY COUNCIL AGENDA

September 13, 2022

Join [Zoom Meeting](#)
Meeting ID: 871 2169 3579
Passcode: 394578

7:00 PM CITY COUNCIL MEETING

Presiding: Mayor Michelle Tait
Mayor Pro Tem: Blair Christensen

1. **CALL TO ORDER**
2. **OPENING**
 - a. Pledge of Allegiance [Council Member Jackson]
3. **CONSENT ITEMS**
 - a. Approval of the meeting minutes for August 9, 2022 as presented.
4. **RECOGNITION/PRESENTATIONS**
 - a. Employee Service Awards
5. **OATH OF OFFICE** [Harrisville Police Department]
6. **PUBLIC HEARING** - to receive input from the public with respect to the issuance of general obligation bonds and the potential economic impact that the project for which the bonds pay all or part of the cost will have on the private sector. (UCA 11-14-318)
7. **BUSINESS ITEMS**
 - a. Discussion/possible action to adopt Harrisville Resolution 22-17; amending the Leave of Absence Policy. [Jennie Knight]
 - b. Discussion/possible action to adopt Harrisville Resolution 22-21; amending the Harrisville Employee Performance Evaluations of the City Personnel Policies and Procedures Manual. [Jennie Knight]
8. **PUBLIC COMMENTS - (3 minute maximum)**
9. **MAYOR/COUNCIL FOLLOW-UP**
10. **CLOSED EXECUTIVE SESSION**

Closed Executive Session for the purposes described under UCA §52-4-205(1)(a)(d)(e); for discussion of the character, professional competence, or physical or mental health of an individual(s).
11. **ADJOURNMENT**

As the City Recorder of Harrisville City, Utah, the foregoing City Council agenda was posted and can be viewed at City Hall, on the City's website www.cityofharrisville.com, and at the Utah Public Notice Website at <http://pmn.utah.gov>. Notice of this meeting has also been duly provided as required by law.

In accordance with the Americans with Disabilities Act, the City of Harrisville will make reasonable accommodations for participation in the meeting. Requests for assistance may be made by contacting the City Recorder at (801) 782-4100, at least three working days before the meeting.

Posted: 9/9/2022

By: Maria Devereux, City Recorder
mdevereux@cityofharrisville.com

**HARRISVILLE CITY
RESOLUTION 22-17**

LEAVES OF ABSENCE POLICY AMENDMENT

**A RESOLUTION OF HARRISVILLE CITY, UTAH, AMENDING
THE HARRISVILLE CITY PERSONNEL POLICIES AND
PROCEDURES MANUAL RELATING TO ANNUAL VACATION,
HOLIDAY, AND SICK LEAVE; MAKING TECHNICAL
CHANGES; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Harrisville City (hereafter “City”) is a municipal corporation duly organized and existing under the laws of the state of Utah;

WHEREAS, the City Council is authorized to adopt personnel policies and procedures for the effective and efficient administration of municipal government;

WHEREAS, the City Council adopted its current *Personnel Policies and Procedures Manual* on April 28, 2009, and has made various amendments to the same;

WHEREAS, the City Council desires to amend its personnel policies and procedures manual to achieve greater efficiency, realize cost savings, and further define employee policy;

NOW, THEREFORE, be it resolved by the City Council of Harrisville City, Utah, that the Policies and Procedures Manual is hereby amended to read as follows:

B-6-2. Annual Vacation Leave

1. New Employees. New employees shall accrue annual leave from the date of hire, but they shall not be eligible to use the accrued leave until satisfactorily completing the probationary period and being promoted to permanent status, except for circumstances approved by the Department Head.
2. Accrual Rates. Each permanent, full-time employee shall receive vacation leave at the following rate:
 1. If less than two and one-half (2.5) ~~five (5)~~ years of continuous service, an employee will accrue 10 work days of annual leave (a rate of 3.08 hours per pay period).
 2. If greater than two and one-half (2.5), but less than five (5) years of service, an employee will accrue twelve and one-half (12.5) days of annual leave (a rate of 3.84 hours per pay period)
 3. If greater than five (5) years, but less than seven and one-half (7.5) ~~ten (10)~~ years of service, an employee will accrue fifteen (15) work days of annual leave (a rate of 4.61 hours per pay period).
 4. If greater than seven and one-half (7.5) years, but less than ten (10) years of service, an employee will accrue seventeen and one-half (17.5) days of annual leave (a rate of 5.4 hours per pay period).
 5. If greater than ten (10) years but less than twelve and one-half (12.5) ~~fifteen (15)~~ years of service, an employee will accrue twenty-one (21) days of annual leave (a rate of 6.46 hours per pay period).
 6. If greater than twelve and one-half (12.5) years, but less than fifteen (15) years of service, an employee will accrue 24 days of annual leave (a rate of 7.39 hours per pay period).
 7. If greater than fifteen (15) years of service, an employee will accrue twenty-seven (27) days of annual leave (a rate of 8.31 hours per pay period).

3. No Leave Employees. Persons hired on an emergency, part-time, seasonal, temporary or contract basis shall not accrue or be entitled to paid vacation leave.
4. Maximum Accrued. The maximum vacation leave which can be carried forward from calendar year to calendar year is as follows:
 - a. If less than two and one-half (2.5) ~~five~~ years of continuous service, one hundred sixty (160) hours.
 - b. If greater than two and one-half (2.5) years, but less than five (5) years of continuous service, one hundred seventy (170) hours.
 - c. If greater than five (5) years, but less than seven and one-half (7.5) ~~ten~~ years of continuous service, one hundred eighty (180) hours.
 - d. If greater than seven and one-half (7.5) years, but less than ten (10) years of continuous service, one hundred ninety (190) hours.
 - e. If greater than ten (10) years, but less than twelve and one-half (12.5) ~~fifteen~~ years of continuous service, two hundred (200) hours.
 - f. If greater than twelve and one half (12.5), but less than fifteen (15) years of continuous service, two hundred ten (210) hours.
 - g. If greater than fifteen (15) years of continuous service, two hundred twenty (220) hours.
 - h. Exceptions in cases of bona fide hardship are allowed as approved by the Mayor and Department Head.
5. Holiday. A holiday which falls during an employee's vacation leave shall be counted as a paid holiday and not as vacation leave.
6. Separation. An employee who is separated from employment may be compensated for all accrued annual vacation leave.
7. Leave Requests. All annual vacation leave requests should be submitted in a reasonable time in advance of the desired time off to the Department Head. If an excessive (being the number of requests if granted that would render the department or organization ineffective) amount of employees request annual vacation leave for the same time period, annual vacation leave shall be granted in order of application (first-come-first-served) at the discretion of the Department Head.
8. Donation. Upon approval of the Mayor, any employee may donate a portion of their accrued vacation leave to another employee who is experiencing major medical issues.

B-6-3. Holiday Leave. The following are observed Holidays for full-time and part-time employees:

- A. New Year's Day: January 1st
- B. Martin Luther King Day: 3rd Monday in January
- C. Presidents Birthday: 3rd Monday in February
- D. Memorial Day: Last Monday in May
- E. Juneteenth: June 19th
- F. Independence Day: July 4th
- G. Pioneer Day: July 24th
- H. Labor Day: 1st Monday in September
- I. Columbus Day: 2nd Monday in October
- J. Veterans Day: November 11th
- K. Thanksgiving: 4th Thursday in November, and half-day 4th Friday in November
- L. Christmas Day: December 25th
- M. Christmas Break: Weekdays, excluding weekends, between Christmas Day and New Year's Day.
- N. Any day designated by the Governor as a State Holiday, or Mayor as a City Holiday, will be observed.
- O. "Flex days" may include Christmas Eve, or New Year's Eve, subject to approval of the Department Head in conjunction with the Mayor.

- II. If any of the above holidays fall on Saturday, then the preceding Friday shall be the holiday. If any of the above holidays fall on Sunday, then the following Monday is the holiday.
- III. Holidays are paid at a rate of eight (8) hours per day, unless specified as half-day. Employees working on a holiday outlined in this section are paid at a rate of one and one-half times (1.5) for the hours worked on the holiday for the first eight (8) hours and a rate of two and one-half times (2.5) for any hours worked after the eight (8) hours, not to exceed twelve (12) hours on one holiday.

B-6-4 Sick Leave

- 3. Eligibility. Sick leave shall be available to all permanent full-time employees. Part-time, seasonal, temporary, provisional, and emergency employees are not eligible for sick leave. Sick leave will not be granted to employees during their first one hundred eighty days (180) calendar days of employment, except for ~~emergency~~ circumstances approved by the Department Head. Probationary employees begin to accrue upon date of employment, but are not eligible to use accrued sick leave until the 180 days has expired unless approved by the Department Head. ~~In the event of an emergency an exception to the rule could only be granted by the Department Head.~~
- 9. Exchange and Donating. As an incentive to promote a healthy workforce and prevent excessive accrual of sick leave, the Mayor may annually allow employees who have not used any annual sick leave during a fiscal calendar year to exchange for cash a maximum of forty (40) hours of accrued sick leave during the month of ~~December~~ July of each year, if there is budgetary funding to support said exchange. Upon approval of the Mayor, any employee may donate a portion of their accrued sick leave to another employee who is experiencing major medical issues.

Effective Date.

This Resolution shall be effective immediately upon passage and adoption.

PASSED AND ADOPTED this 13th day of September, 2022.

HARRISVILLE CITY:

MICHELLE TAIT, Mayor

ATTEST:

MARIA DEVEREUX, City Recorder



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MEMORANDUM

TO: Harrisville City Mayor and Council

FROM: Jennie Knight, City Administrator

RE: Resolution #22-17 Leaves of Absence Policy Amendment

DATE: September 8, 2022

This resolution updates the leave of absence policy with the following proposals.

Vacation Leave has been amended to allow for vacation accrual at an earlier interval, rather than employees having five-year increments between the accrual rates. The proposed rates are consistent with the existing accrual rates. Vacation limits were also modified to align with the new accrual rates.

Holiday Leave has been defined more accurately for the Christmas Break, by excluding the weekends between Christmas Day and New Year's Day. The Holiday pay rate has been amended to address shifts that may exceed eight (8) hours.

Sick Leave has been amended to allow for sick leave use during employee probationary period with Department Head authorization. The exchange of sick leave has been amended to align with the fiscal year schedule rather than calendar year for better budget practices.

**HARRISVILLE CITY
RESOLUTION 22-21**

POLICY AND PROCEDURES UPDATES

**A RESOLUTION OF HARRISVILLE CITY, UTAH, AMENDING THE HARRISVILLE
EMPLOYEE PERFORMANCE EVALUATIONS OF THE HARRISVILLE CITY PERSONNEL
POLICIES AND PROCEDURES MANUAL; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Harrisville City (hereafter “City”) is a municipal corporation duly organized and existing under the laws of the state of Utah;

WHEREAS, the City Council is authorized to adopt personnel policies and procedures for the effective and efficient administration of municipal government;

WHEREAS, the City Council adopted its current *Personnel Policies and Procedures Manual* on April 28, 2009, and has made various amendments to the same;

WHEREAS, the City Council desires to adopt Harrisville Employee Performance Evaluations (Exhibit “A”) to achieve greater efficiency and clarity;

NOW, THEREFORE, be it resolved by the City Council of Harrisville City, Utah, that the Harrisville Employee Performance Evaluations of the Harrisville City Personnel Policies and Procedures Manual attached hereto as Exhibit “A” and incorporated herein by this reference is approved and adopted.

PASSED AND APPROVED by the Harrisville City Council this 13th day of September, 2022.

HARRISVILLE CITY:

MICHELLE TAIT, Mayor

ATTEST:

MARIA DEVEREUX, City Recorder

City Council		
Roll Call Vote Tally:	Yes	No
Mr. Wilhelmsen	___	___
Mr. Weiss	___	___
Mr. Christensen	___	___
Mr. Jackson	___	___
Mr. Loveland	___	___



HARRISVILLE CITY

363 West Independence \$ Harrisville, Utah 84404 \$ (801) 782-4100

MAYOR:

Michelle N. Tait

COUNCIL MEMBERS:

Grover Wilhelmsen

Steve Weiss

Blair Christensen

Max Jackson

Kenny Loveland

Employee Evaluation form Memo

Currently: All departments have a generic form.

1. Too broad
2. Jumps from page to page
3. Not user friendly for either the supervisor or the employee.

Goal: Leadership would like to have a form that is specific to the department as each department is different and is responsible for different aspects of the city.

1. The new form is specific to each department.

Examples:

- a. Investigations
- b. Noticing requirements
- c. OSHA safety requirements.

2. This allows feedback to be more specific

- a. Show where the employee is shining and where they may need some help/training, or improvement.

3. It will give supervisors to see what the employee's goals are for themselves as well as what they feel they can contribute to the department.

Examples:

- a. If the employee would like to move up in positions.
- b. They are able to understand laws – opening for them to help train other employees.

4. Easier to follow for both the supervisor and the employee

Harrisville Administration Employee Performance

Evaluation

Objective:

The formal performance evaluation system is designed to:

- Maintain or improve each employee's job satisfaction and morale by letting him/her know that the supervisor is interested in his/her job progress and personal development.
- Serve as a systematic guide for supervisors in planning each employee's further training.
- Assure overall consideration of an employee's performance and focus maximum attention on achievement of assigned duties.
- Assist in determining and recording special talents, skills, and capabilities that might otherwise not be noticed or recognized.
- Assist in planning personnel moves and placements that will best utilize each employee's capabilities.
- Provide an opportunity for each employee to discuss job problems and interests with his/her supervisor.
- Assemble substantiating data for use as a guide, although not necessarily the sole governing factor, for such purposes as promotions, disciplinary action, and termination.

Instructions:

Review the employee's work performance for the entire period; refrain from basing judgment on isolated events or recent events that do not fall within the evaluation period. Disregard your general impression of the employee and concentrate on one factor at a time.

Evaluate the employee on the basis of standards you expect to be met for their assigned job. Policy and individual personalities should also be considered. Also, we shall consider the length of time and experience on the job. Rate only those factors that are applicable to the job and include examples for each section. Mark the number that most accurately reflects the level of performance for the factors appraised using the rating scale described below:

Rating scale:

- 1= Performance, knowledge, skill level or abilities are **unacceptable** compared to position requirements
- 2= Performance, knowledge, skill level or abilities are **consistently below** position requirements
- 3= Performance, knowledge, skill level or abilities are **sometimes below** position requirements
- 4= Performance, knowledge, skill level or abilities **meets** position requirements
- 5= Performance, knowledge, skill level or abilities **sometimes exceed** position requirements
- 6= Performance, knowledge, skill level or abilities **consistently exceed** position requirements
- 7= Performance, knowledge, skill level or abilities are **superior** compared to position requirements
- N/A= **Not applicable**

*Any area rated at three or below and any area rated at six or above requires an entry in the comments section

Harrisville Administration Employee Performance Evaluation

Employee name:

Evaluation period:

Prepared by:

Unacceptable		Meets			Exceeds		
1	2	3	4	5	6	7	N/A

1. Appearance and department

☐	☐	☐	☐	☐	☐	☐	☐
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Presents a professional, neat appearance in attire appropriate to assignment or activity. Follows the policy of the Harrisville City in the wearing of department uniforms. Instills confidence and respect of co-workers and the department through personal conduct and behavior which is professional and businesslike.

1	2	3	4	5	6	7	N/A
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2. Attendance, punctuality, preparedness for duty

☐	☐	☐	☐	☐	☐	☐	☐
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Arrives on time, fully prepared for all scheduled shifts and assignments. Attends all meetings, court, training, and other assignments on time. All notices, reports, etc. are completed in a timely manner. Utilizes sick time only when necessary. Plans time off and makes notifications well in advance and in conjunction with the Policy

1	2	3	4	5	6	7	N/A
---	---	---	---	---	---	---	-----

3. Attitude, acceptance of direction, interpersonal skills

☐	☐	☐	☐	☐	☐	☐	☐
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Maintains a positive attitude in general. Follows and carries out all directions and orders with a positive professional attitude. Responds positively to constructive criticism. Accepts ideas and approaches to solutions which are different from their own. Displays sensitivity, fairness, and patience when dealing with others. Refrains from insensitive or unprofessional remarks, gestures, writing, or other communications.

1	2	3	4	5	6	7	N/A
☐	☐	☐	☐	☐	☐	☐	☐

4. Initiative and tenacity

Maintains self initiated activity at a level comparable to team / department average. Makes appropriate suggestions and offers solutions and assistance to other department employees. Motivates others by setting a positive example.

1 2 3 4 5 6 7 N/A

5. Judgment and decision making

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Uses appropriate discretion when interacting with the public and as problems arise. Displays common sense and makes sound decisions in general. Requires minimal supervision, but seeks help, clarification, or guidance when appropriate and before mistakes are made.

1 2 3 4 5 6 7 N/A

6. Effectiveness under stress

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Maintains a calm, controlled demeanor in high stress situations. Makes logical, sound decisions and communicates effectively under pressure. Clearly recalls, articulates, and documents events or actions taken under high stress situations and with interacting with residents.

1 2 3 4 5 6 7 N/A

7. Knowledge

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Understands and properly applies knowledge of current Harrisville City Policies as well as laws and city ordinances which affect their assignment. Takes appropriate action, utilizes proper procedures with regard to directives, state/safety laws and city ordinances based on their knowledge. Is aware of and appropriately utilizes resources.

1 2 3 4 5 6 7 N/A

8. Communication

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Demonstrates professional, clear, and accurate communication between council, commission, coworkers, public, and other departments. Able to receive direction and execute what is asked.

1 2 3 4 5 6 7 N/A

9. Equipment

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Operates necessary equipment safely and in accordance with Policy and Procedures. Maintains equipment and ensures it is good order and properly functioning. Reports damaged or unsafe equipment immediately to a supervisor. Demonstrates safe practices with equipment which minimizes the risk of damage or injury.

1 2 3 4 5 6 7 N/A

10. Technical skills, department

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Maintains a high level of proficiency or involvement in areas beyond requirements of his/ her normal assignment. For example, does employee demonstrate the willingness to pursue greatness above and beyond the standard set out by the Department. His/ her skills, additional involvement, or volunteerism are a benefit to the department and the community.

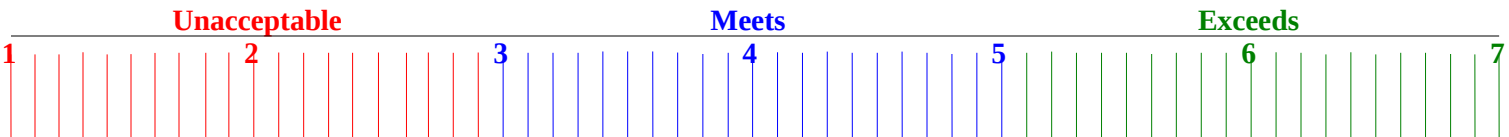
Substantiated employee complaints, corrective action plans, or discussion record entries received during this evaluation period

Letters of commendation received during this evaluation period

Achievements

Corrective action plan required? Yes ☐ No ☐
(must be attached if marked yes)

Overall evaluation for this period



Performance Summary

Employee comments:

Supervisor DATE

Performance Evaluation Required Signatures

Supervisor_____Date_____

City Administrator_____Date_____

Employee_____Date_____

Professional Development Plan

Professional Development Plans are part of the Harrisville Police Department's Team efforts to assist employees in identifying individual needs, goals and commitments. They are completed by supervisors with the intent of enhancing personal growth to assist employees in achieving their greatest potential. Individual plans are included as part of the evaluation process to promote progress for professional development during a specific time period:

From: _____

To: _____

It would be helpful to the Harrisville Team if you continue demonstrating the following attitudes, skills and behaviors:

It would be helpful to the Harrisville Team if you start demonstrating the following attitudes, skills and behaviors:

It would be helpful to the Harrisville Team if you stop demonstrating the following attitudes, skills and behaviors:

It would be helpful to the Harrisville Team to identify your actions that inspire others to follow your positive examples of:

It would be helpful to the Harrisville Team for you to get additional training in the following categories or topics:

A comparison of this Professional Development Plan and your Personal Development Vision has identified the following specific goals and objectives for you to achieve within (Time Frame) Date_____

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____

Harrisville Administration- Personal Development Vision

Personal Development Visions assist employees in identifying their own vision for personal and professional development. Leadership will provide this form to the employees they supervise prior to their performance evaluation. The employee shall be allotted sufficient time to complete and return this form to their supervisor prior their performance review (answers may be printed on this form or typed and attached on separate pages). The employee's Personal Development Vision will be compared to the supervisor's Professional Development Plan. This comparison will assist in identifying common goals and/or obstacles in future professional development.

1. I view my three (3) greatest achievements while working at this agency to be:

2. I view my three (3) greatest achievements since my last evaluation to be:

3. How I view my performance and career at the Harrisville Police Department:

4. What I would like to pursue in self improvement:

5. Obstacles that may hamper my self improvement:

6. Desired Training to assist with my professional development:
7. Desired Equipment to assist or to improve in the performance of your duties.
8. My ideal position and career objective is:
9. If I could change anything about the department it would be:
10. My unique idea(s) to improve the department:
11. Do you understand that you can and should report any harassment, threats, sexual harassment, violence, etc. to your immediate supervisor, department director, HR, the City Attorney, City Manager, or Mayor?

******Our jobs can be stressful at times and can make our day-to-day duties difficult. Stress can manifest itself physically, emotionally, and behaviorally. Some signs of stress include; fatigue, nausea, profuse sweating, rapid heart rate, difficulty breathing, headaches, anxiety, irritability, depression, becoming withdrawn, inability to rest, and changes in activity. It is beneficial for police officers to maintain balance in their lives to help reduce symptoms of burnout and/or possible health disorders. If you are experiencing symptoms of excessive stress, immediately contact your supervisor, /or utilizing the free and confidential Employee Assistance Program (EAP) provided by the department.**

Previdence

Email: liaisons@previdence.com

Phone: 801-917-4377



Date Reviewed by Employee: _____ By: _____

Harrisville Public Work/Parks Employee Performance

Evaluation

Objective:

The formal performance evaluation system is designed to:

- Maintain or improve each employee's job satisfaction and morale by letting him/her know that the supervisor is interested in his/her job progress and personal development.
- Serve as a systematic guide for supervisors in planning each employee's further training.
- Assure overall consideration of an employee's performance and focus maximum attention on achievement of assigned duties.
- Assist in determining and recording special talents, skills, and capabilities that might otherwise not be noticed or recognized.
- Assist in planning personnel moves and placements that will best utilize each employee's capabilities.
- Provide an opportunity for each employee to discuss job problems and interests with his/her supervisor.
- Assemble substantiating data for use as a guide, although not necessarily the sole governing factor, for such purposes as promotions, disciplinary action, and termination.

Instructions:

Review the employee's work performance for the entire period; refrain from basing judgment on isolated events or recent events that do not fall within the evaluation period. Disregard your general impression of the employee and concentrate on one factor at a time.

Evaluate the employee on the basis of standards you expect to be met for their assigned job. Policy and individual personalities should also be considered. Also we shall consider the length of time and experience on the job. Rate only those factors that are applicable to the job and include examples for each section. Mark the number that most accurately reflects the level of performance for the factors appraised using the rating scale described below:

Rating scale:

- 1= Performance, knowledge, skill level or abilities are **unacceptable** compared to position requirements
- 2= Performance, knowledge, skill level or abilities are **consistently below** position requirements
- 3= Performance, knowledge, skill level or abilities are **sometimes below** position requirements
- 4= Performance, knowledge, skill level or abilities **meets** position requirements
- 5= Performance, knowledge, skill level or abilities **sometimes exceed** position requirements
- 6= Performance, knowledge, skill level or abilities **consistently exceed** position requirements
- 7= Performance, knowledge, skill level or abilities are **superior** compared to position requirements
- N/A= **Not applicable**

*Any area rated at three or below and any area rated at six or above requires an entry in the comments section

Harrisville Public Works/Parks Employee Performance Evaluation

Employee name:

Evaluation period:

Prepared by:

1. Appearance and department

Unacceptable		Meets			Exceeds		N/A
1	2	3	4	5	6	7	
☐	☐	☐	☐	☐	☐	☐	☐

Presents a professional, neat appearance in attire appropriate to assignment or activity. Follows the policy of the Harrisville City in the wearing of department uniforms. Instills confidence and respect of co-workers and the department through personal conduct and behavior which is professional and businesslike.

2. Attendance, punctuality, preparedness for duty

1	2	3	4	5	6	7	N/A
☐	☐	☐	☐	☐	☐	☐	☐

Arrives on time, fully prepared for all scheduled shifts and assignments. Attends all meetings, training, and other assignments on time. All reports, Safety Checks, etc. are completed in a timely manner. Utilizes sick time only when necessary. Plans time off and makes notifications well in advance and in conjunction with the Policy

3. Attitude, acceptance of direction, interpersonal skills

1	2	3	4	5	6	7	N/A
☐	☐	☐	☐	☐	☐	☐	☐

Maintains a positive attitude in general. Follows and carries out all directions and orders with a positive professional attitude. Responds positively to constructive criticism. Accepts ideas and approaches to solutions which are different from their own. Displays sensitivity, fairness, and patience when dealing with others. Refrains from insensitive or unprofessional remarks, gestures, writing, or other communications.

4. Initiative and tenacity

1	2	3	4	5	6	7	N/A
☐	☐	☐	☐	☐	☐	☐	☐

Maintains self initiated activity at a level comparable to team / department average. Makes appropriate suggestions and offers solutions and assistance to other department employees. Motivates others by setting a positive example.

5. Judgment and decision making

1 2 3 4 5 6 7 N/A
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Uses appropriate discretion when completing inspections and as problems arise. Displays common sense and makes sound decisions in general. Requires minimal supervision, but seeks help, clarification, or guidance when appropriate and before mistakes are made. Bases inspections and/or complaints on facts.

6. Effectiveness under stress

1 2 3 4 5 6 7 N/A
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Maintains a calm, controlled demeanor in high stress or hazardous situations. Makes logical, sound decisions and communicates effectively under pressure. Clearly recalls, articulates, and documents events or actions taken under high stress situations and with interacting with residents.

7. Knowledge

1 2 3 4 5 6 7 N/A
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Understands and properly applies knowledge of current Harrisville City Policies as well as laws and city ordinances which affect their assignment. Takes appropriate action, utilizes proper procedures with regard to directives, state/safety laws and city ordinances based on their knowledge. Is aware of and appropriately utilizes resources.

8. Communication

1 2 3 4 5 6 7 N/A
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Demonstrates professional, clear, and accurate communication between council, commission, coworkers, public, and other departments. Able to receive direction and execute what is asked.

9. Equipment

1 2 3 4 5 6 7 N/A
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Operates vehicles and other equipment safely and in accordance with Policy and Procedures. Maintains equipment and ensures it is good order and properly functioning. Reports damaged or unsafe equipment immediately to a supervisor. Demonstrates safe practices with equipment which minimizes the risk of damage or injury.

10. Technical skills, department

1 2 3 4 5 6 7 N/A
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Maintains a high level of proficiency or involvement in areas beyond requirements of his/ her normal assignment. For example, does employee demonstrate the willingness to pursue greatness above and beyond the standard set out by the Department. His/ her skills, additional involvement, or volunteerism are a benefit to the department and the community.

11. Safety

1 2 3 4 5 6 7 N/A
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Safety/OSHA regulations are followed and are able to locate where to find regulations. Reports unsafe situations to immediate supervisor or appropriate leadership.

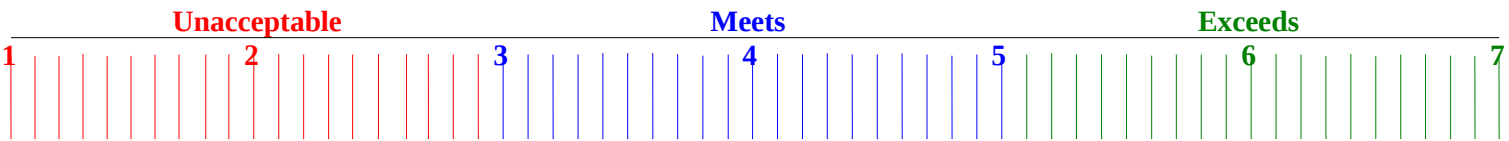
Substantiated employee complaints, corrective action plans, or discussion record entries received during this evaluation period

Letters of commendation received during this evaluation period

Achievements

Corrective action plan required? Yes ☐ No ☐
(must be attached if marked yes)

Overall evaluation for this period



Performance Summary

Employee comments:

Supervisor DATE

Performance Evaluation Required Signatures

Supervisor_____Date_____

City Administrator_____Date_____

Employee_____Date_____

Professional Development Plan

Professional Development Plans are part of the Harrisville Police Department's Team efforts to assist employees in identifying individual needs, goals and commitments. They are completed by supervisors with the intent of enhancing personal growth to assist employees in achieving their greatest potential. Individual plans are included as part of the evaluation process to promote progress for professional development during a specific time period:

From: _____

To: _____

It would be helpful to the Harrisville Public Works/Parks Department Team if you continue demonstrating the following attitudes, skills and behaviors:

It would be helpful to the Harrisville Public Works/Parks Department Team if you start demonstrating the following attitudes, skills and behaviors:

It would be helpful to the Harrisville Public Works/Parks Department Team if you stop demonstrating the following attitudes, skills and behaviors:

It would be helpful to the Harrisville Public Works/Parks Department Team to identify your actions that inspire others to follow your positive examples of:

It would be helpful to the Harrisville Public Works/Parks Department Team for you to get additional training in the following categories or topics:

A comparison of this Professional Development Plan and your Personal Development Vision has identified the following specific goals and objectives for you to achieve within (Time Frame) Date _____

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____

Harrisville Public Works/Parks- Personal Development Vision

Personal Development Visions assist employees in identifying their own vision for personal and professional development. Leadership will provide this form to the employees they supervise prior to their performance evaluation. The employee shall be allotted sufficient time to complete and return this form to their supervisor prior their performance review (answers may be printed on this form or typed and attached on separate pages). The employee's Personal Development Vision will be compared to the supervisor's Professional Development Plan. This comparison will assist in identifying common goals and/or obstacles in future professional development.

1. I view my three (3) greatest achievements while working at this agency to be:

2. I view my three (3) greatest achievements since my last evaluation to be:

3. How I view my performance and career at the Harrisville Police Department:

4. What I would like to pursue in self improvement:

5. Obstacles that may hamper my self improvement:

6. Desired Training to assist with my professional development:
7. Desired Equipment to assist or to improve in the performance of your duties.
8. My ideal position and career objective is:
9. If I could change anything about the department it would be:
10. My unique idea(s) to improve the department:
11. Do you understand that you can and should report any harassment, threats, sexual harassment, violence, etc. to your immediate supervisor, department director, HR, the City Attorney, City Manager, or Mayor?

******Our jobs can be stressful at times and can make our day to day duties difficult. Stress can manifest itself physically, emotionally, and behaviorally. Some signs of stress include; fatigue, nausea, profuse sweating, rapid heart rate, difficulty breathing, headaches, anxiety, irritability, depression, becoming withdrawn, inability to rest, and changes in activity. It is beneficial for police officers to maintain balance in their lives to help reduce symptoms of burnout and/or possible health disorders. If you are experiencing symptoms of excessive stress, immediately contact your supervisor, /or utilizing the free and confidential Employee Assistance Program (EAP) provided by the department.**

Previdence

Email: liaisons@previdence.com

Phone: 801-917-4377



Date Reviewed by Employee: _____ By: _____

Harrisville Police Employee Performance Evaluation

Objective:

The formal performance evaluation system is designed to:

- Maintain or improve each employee's job satisfaction and morale by letting him/her know that the supervisor is interested in his/her job progress and personal development.
- Serve as a systematic guide for supervisors in planning each employee's further training.
- Assure overall consideration of an employee's performance and focus maximum attention on achievement of assigned duties.
- Assist in determining and recording special talents, skills, and capabilities that might otherwise not be noticed or recognized.
- Assist in planning personnel moves and placements that will best utilize each employee's capabilities.
- Provide an opportunity for each employee to discuss job problems and interests with his/her supervisor.
- Assemble substantiating data for use as a guide, although not necessarily the sole governing factor, for such purposes as promotions, disciplinary action, and termination.

Instructions:

Review the employee's work performance for the entire period; refrain from basing judgment on isolated events or recent events that do not fall within the evaluation period. Disregard your general impression of the employee and concentrate on one factor at a time.

Evaluate the employee on the basis of standards you expect to be met for their assigned job. Policy and individual personalities should also be considered. Example (someone who is driven to find narcotics may not spend their time doing traffic) Also we shall consider the length of time and experience on the job. Rate only those factors that are applicable to the job and include examples for each section. Mark the number that most accurately reflects the level of performance for the factors appraised using the rating scale described below:

Rating scale:

- 1= Performance, knowledge, skill level or abilities are **unacceptable** compared to position requirements
- 2= Performance, knowledge, skill level or abilities are **consistently below** position requirements
- 3= Performance, knowledge, skill level or abilities are **sometimes below** position requirements
- 4= Performance, knowledge, skill level or abilities **meets** position requirements
- 5= Performance, knowledge, skill level or abilities **sometimes exceed** position requirements
- 6= Performance, knowledge, skill level or abilities **consistently exceed** position requirements
- 7= Performance, knowledge, skill level or abilities are **superior** compared to position requirements
- N/A= **Not applicable**

*Any area rated at three or below and any area rated at six or above requires an entry in the comments section

Harrisville Police Officer Employee Performance Evaluation

Employee name:

Evaluation period:

Prepared by:

	Unacceptable			Meets		Exceeds		
	1	2	3	4	5	6	7	N/A
<u>1. Appearance and department</u>	☐	☐	☐	☐	☐	☐	☐	☐

Presents a professional, neat appearance in attire appropriate to assignment or activity. Follows the policy of the Harrisville City Police Department in the wearing of department uniforms. Instills confidence and respect of co-workers and the department through personal conduct and behavior which is professional and businesslike.

	1	2	3	4	5	6	7	N/A
<u>2. Attendance, punctuality, preparedness for duty</u>	☐	☐	☐	☐	☐	☐	☐	☐

Arrives on time, fully prepared for all scheduled shifts and assignments. Attends all court, training, and other assignments on time. Completion of reports, evidence, etc. are in a timely manner. Utilizes sick time only when necessary. Plans time off and makes notifications well in advance and in conjunction with the Policy

	1	2	3	4	5	6	7	N/A
<u>3. Attitude, acceptance of direction, interpersonal skills</u>	☐	☐	☐	☐	☐	☐	☐	☐

Maintains a positive attitude in general. Follows and carries out all directions and orders with a positive professional attitude. Responds positively to constructive criticism. Accepts ideas and approaches to solutions which are different from their own. Displays sensitivity, fairness, and patience when dealing with others. Refrains from insensitive or unprofessional remarks, gestures, writing, or other communications.

	1	2	3	4	5	6	7	N/A
<u>4. Initiative and tenacity</u>	☐	☐	☐	☐	☐	☐	☐	☐

Maintains self initiated activity at a level comparable to team / department average. Makes appropriate suggestions and offers solutions and assistance to other department employees. Motivates others by setting a positive example.

1 2 3 4 5 6 7 N/A

5. Judgment and decision making

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Uses appropriate discretion when processing incidents. Displays common sense and makes sound decisions in general. Arrests reflect appropriate charges for elements present. Requires minimal supervision, but seeks help, clarification, or guidance when appropriate and before mistakes are made. Bases enforcement and investigative actions on sufficient facts and evidence.

1 2 3 4 5 6 7 N/A

6. Effectiveness under stress

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Maintains a calm, controlled demeanor in high stress or hazardous situations. Makes logical, sound decisions and communicates effectively under pressure. Clearly recalls, articulates, and documents events or actions taken under high stress situations.

1 2 3 4 5 6 7 N/A

7. Knowledge

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Understands and properly applies knowledge of current Harrisville City and Harrisville Police Department Policies as well as laws and city ordinances which affect their assignment. Takes appropriate action, utilizes proper procedures and investigative techniques with regard to directives, laws and city ordinances based on their knowledge. Is aware of and appropriately utilizes investigative resources and referral services within jurisdiction.

1 2 3 4 5 6 7 N/A

8. Report writing

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Writes a complete, accurate report which is neat, professional, easy to read and understand. Completes all applicable sections, boxes etc. Accurately and legibly completes proper department forms without direction.

1 2 3 4 5 6 7 N/A

9. Investigations

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Investigates incidents completely, thoroughly, and professionally. Generates and pursues all available investigative leads. Appropriately prioritizes and completes investigations in a timely manner. Utilizes proper questioning techniques during interviews and interrogations. Is aware of investigative resources and utilizes them when needed.

1 2 3 4 5 6 7 N/A

10. Traffic enforcement

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Engages in a broad range of enforcement activities including vehicle equipment, parking ordinances, licensing, moving violations, and major offenses. Properly completes thorough accident investigations. Takes a proactive role by increasing traffic safety through identification and enforcement in problem areas.

1 2 3 4 5 6 7 N/A

11. Officer Safety

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Suspect contacts are handled professionally, effectively and safely. Maintains a position of advantage whenever possible. Controls environment, recognizes danger, request assistance when needed. Does not hesitate to take action, maintains control, and utilizes the appropriate level of force necessary.

1 2 3 4 5 6 7 N/A

12. Equipment

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Operates vehicles and other equipment safely and in accordance with Policy and Procedures. Maintains equipment and ensures it is good order and properly functioning. Reports damaged or unsafe equipment immediately to a supervisor. Demonstrates safe practices with equipment which minimizes the risk of damage or injury.

1 2 3 4 5 6 7 N/A

13. Technical skills, department-community involvement

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Maintains a high level of proficiency or involvement in areas beyond requirements of his/ her normal assignment. For example, does employee demonstrate the willingness to pursue greatness above and beyond the standard set out by the Department. His/ her skills, additional involvement, or volunteerism are a benefit to the department and the community.

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Letters of commendation received during this evaluation period

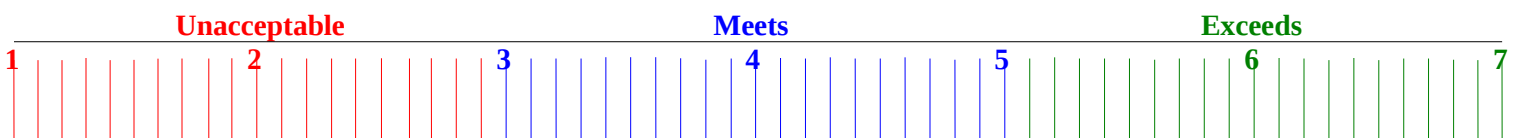
Achievements

Corrective action plan required?

Yes ☐ No ☐

(must be attached if marked yes)

Overall evaluation for this period



Performance Summary

Employee comments:

Sgt. Davis **DATE**

Sgt. Taylor **DATE**

Performance Evaluation Required Signatures

Evaluator Sgt. Taylor_____Date_____

Evaluator Sgt. Davis_____Date_____

Chief Of Police_____Date_____

Employee_____Date_____

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8. My ideal rank and career objective is:

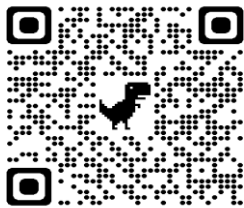
9. If I could change anything about the Harrisville Police Department it would be:
10. My solutions to any problems that I believe exists at the Harrisville Police Department are:
11. My unique idea(s) to improve the Harrisville Police Department:
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****** It has long been assumed that police work is the world's most stressful occupation. Police stress can manifest itself physically, emotionally, and behaviorally. Some signs of stress include; fatigue, nausea, profuse sweating, rapid heart rate, difficulty breathing, headaches, anxiety, irritability, depression, becoming withdrawn, inability to rest, and changes in activity. It is beneficial for police officers to maintain balance in their lives to help reduce symptoms of burnout and/or possible health disorders. If you are experiencing symptoms of excessive stress, immediately contact your supervisor, /or utilizing the free and confidential Employee Assistance Program (EAP) provided by the department.**

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Please consider the unseen risks of being a police officer, and remember that it is important to maintain a balance in your life in regards to family, play, self and work. (No answer required).

Date Reviewed by Employee: _____ By: _____