



County of Frederick

Paula A. Nofsinger
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TO: Human Resources Committee and Board of Supervisors
FROM: Paula Nofsinger, HR Director *Paula Nofsinger*
DATE: December 8, 2014
SUBJECT: HR Committee Agenda

The HR Committee will meet in the First Floor Conference Room at 107 North Kent Street on Friday, December 12, at 8:00a.m. The agenda for the meeting is as follows:

1. Presentation from our Treasurer, C. William Orndoff on the Treasurer's Office.
2. Request from the Parks & Rec Director Jason Robertson for approval of an Incentive Pay Policy.
3. Request from the Parks & Rec Director Jason Robertson to hire a Recreational Technician.
4. Employee of the Month Award for December 2014.



COUNTY of FREDERICK

Parks and Recreation Department

540-665-5678

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MEMO

To: Human Resource Committee
From: Jason Robertson, Director
Subject: Incentive Pay Policy
Date: November 25, 2014

The Parks and Recreation Commission is requesting approval of the attached Incentive Pay Policy.

The Incentive Pay Policy rewards employees attaining certain certifications with an annual bonus. The eligible positions and certifications are included in the policy. Funds for the bonus and employee training will be included in the Parks and Recreation fiscal 2016 budget request.

Please call me at 722-8294 should you have any questions prior to your meeting.

INCENTIVE PAY POLICY

100.29

PURPOSE:

To establish guidelines for developing, recommending, and implementing incentive/bonus pay programs for full-time employees.

GOAL:

To provide a program that allows for staff to be recognized for obtaining work-related certifications that exceed standard job requirements and that will benefit the department.

POLICY:

Employees will be compensated based on their current position and level of certification.

Park Caretakers will receive five hundred (\$500) per year per current certification for possessing any of the following:

- Aquatic Facility Operator
- Certified Playground Safety Inspector
- Pesticide Application

Park Technicians will receive five hundred (\$500) per year for possessing a certification in Pesticide Application.

Maintenance Supervisors will receive five hundred (\$500) per year for possessing a certification in Aquatic Facility Operator.

All certifications must remain current or forfeiture of incentive compensation will occur.

Incentive pay will be determined by current certifications held as of June 30.

Training and bonus for certification programs are subject to funding in the operating budget.

Approved: November 2014



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MEMO

To: Human Resource Committee
From: Jason Robertson, Director
Subject: Recreation Technician
Date: November 25, 2014

The Parks and Recreation Commission is seeking the endorsement of the Human Resource Committee to fund one unfunded Recreation Technician position (there are two) in the fiscal 2015 budget to effectively manage the growth of the before and after school program (basicREC) this year.

Frederick County Parks and Recreation operates basicREC at all eleven Frederick County Public School elementary schools and also conducts a full day summer program (Camp basicREC) at three locations. These programs are supervised on site by Recreation Technicians and part time employees. All direct costs associated with basicREC, including Recreation Technician salaries and benefits, are recovered in revenue.

There were ten Recreation Technicians as recently as 2009. Attendance at the program dropped from 2008 through 2013, resulting in bussing children from three smaller sites to larger locations and not filling two Recreation Technician positions. There were approximately 374 daily attendees at eight locations managed by eight Recreation Technicians in the fall of 2013.

Attendance in the basicREC program has surged this school year due to a new daily option for parents, becoming an unlicensed daycare provider for the Virginia Department of Social Services, and an overall improvement in local employment. There are currently 453 daily attendees attending basicREC this year. The sudden increase in children enabled shuttered locations of the last three years to reopen and the need for the funding of one Recreation Technician position for the remainder of fiscal 2015. The cost of the position, \$27,052 in annual salary and \$15,372 in benefits, will be recovered by revenue.

This request will be on the December 17th Finance Committee agenda. Please contact me at 722-8294 should you have any questions prior to your meeting.

December



County of Frederick Employee of the Month Nomination Form

Outstanding service can be demonstrated in many ways, but it always involves more than just good job performance. An employee can be outstanding for suggesting improvements that result in greater efficiency, improved service, or cost savings; for leadership in departmental activities, for the department's goals or for the goals of the county as a whole. Outstanding service includes job performance that clearly exceeds requirements.

The Board of Supervisors must discount generalities not supported by specific examples of activities which support the nomination. Remember, there is no way to know whether specifics are missing by accident or because they do not exist. If you believe an employee has made an outstanding contribution, give specific examples of what they have done.

Nominations are not judged on how well you write. However, they are judged on the facts presented.

Employee Name : Wade Taylor Department: NRADC

Nomination Submitted By: Lt. E. S. Sturdivant Department: NRADC

Nominator's Signature: [Signature] Date: 09/05/2014

Reason for Nomination (please be specific, precise, and definite):

Officer Wade Taylor is assigned as the Home Electronic Monitoring Coordinator at the NRADC. These duties keep him quite busy, but in the past few months he has gone above and beyond what that job entails.

He has had to fill in as a security officer at the Community Corrections Center on numerous occasions due to staffing issues. On many occasions he has come in early and gone right back to the work station and assisted the staff with deliveries, preparing inmates for court, and helping with inmate movement. His willingness to fill in at a moment's notice has gone a long way ensuring that our mission at Community Corrections is accomplished.

He has also been instrumental in assisting with buildings and ground maintenance. He assisted getting mulch and other landscaping issues taken care of. This entailed going out and purchasing mulch and then assigning and directing the inmate work force in placing the mulch where it needed to go. In addition he has worked to ensure the removal of brush, and has worked with the Community Inmate Workers in getting the produce from the garden picked and processed. He has also been assisting Sgt. D. Cooper with preparation of food stuffs related to the facility Green House.

During Sgt. Coopers leave Ofc. Taylor took on the added responsibility of the Community Inmate Work Force ensuring that adequate coverage was maintained for the agencies that we support. During one instance where numerous inmates were removed from the program he came into the facility late in the evening and re-organized the remaining inmates so that all our commitments would be met without incident.

There are many employees working here at NRADC. They are a dedicated group of folks however it is employees such as Wade Taylor that set the benchmark for the rest of us to follow. His selfless dedication to duty is a shining example for the rest of us. He is an energetic and hard working employee. It is a joy to supervise such a fine officer. His attention to detail, selfless dedication to duty, and his willingness to go above and beyond is not only an asset to the Northwestern Regional ADC, but to the citizens of Frederick County whom we serve.

[Signature]
9/30/14

HR Section: Received: 10/1/14 Emailed to HR Committee: _____