



County of Frederick

Paula A. Nofsinger
Director of Human Resources

(540) 665-5668
Fax: (540) 665-5669
pnofsinger@co.frederick.va.us

TO: Human Resources Committee and Board of Supervisors
FROM: Paula Nofsinger, HR Director *Paula Nofsinger*
DATE: February 6, 2015
SUBJECT: HR Committee Agenda

The HR Committee will meet in the First Floor Conference Room at 107 North Kent Street on Friday, February 13th, at 8:00a.m. The agenda for the meeting is as follows:

1. Presentation from our Sheriff, Robert Williamson, on the Sheriff's Office.
2. Certification Bonus Policy Update (see attachment).
3. Employee of the Month Award for February 2015 (see attachment).



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TO: Human Resources Committee
FROM: Paula Nofsinger, HR Director *Paula Nofsinger*
DATE: February 6, 2015
SUBJECT: Certification Bonus Policy Update

In our last HR Committee meeting on Friday, December 10th, 2014, the Committee discussed a Certification Incentive Policy presented by Jason Robertson, Parks and Recreation Director. After the discussion, the Committee recommended that the HR Director draft a County level policy for the Committee to review in February.

A policy was drafted and a meeting was held with Rod Williams, Interim County Administrator, Kris Tierney, Assistant County Administrator, Cheryl Shiffler, Finance Director and I to discuss the draft and potential strategy for implementing a certification bonus plan.

The group discussed how this recommended incentive plan would complement the current incentive plans already offered by Frederick County. Currently, the County has a Tuition Reimbursement Plan (in which funding has been frozen since 2008) and Training Policy, while our Fire & Rescue Department has its own Incentive Plan for Advanced Life Support Certifications.

We believe that having one incentive program that captures all the various components should be the manner in which the County moves forward. Therefore, it was the consensus of the group that we review all incentive plans together to recommend one program and one administrative process that addresses the various ways and reasons for incentivizing employees. We will be working together with our Directors to draft such a plan and once completed, we will present it to the HR Committee for discussion and decide how to move forward.

Thank you for your support and please let me know if you have any questions.



County of Frederick Employee of the Month Nomination Form

February

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 : Alisa Scott

Department: Information Technology

Nomination Submitted By: Walter Banks

Department: Information Technology

Nominator's Signature: Walter Banks

Digitally signed by Walter Banks
DN: cn=Walter Banks, ou=Frederick County, ou=CIQ, email=wbanks@co.frederick.us, c=US
Date: 2015.01.07 10:06:17 -0500

Date: 01/06/2015

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

During the month of December Mrs. Alisa Scott was an essential part of coordinating a successful budget layout for the 2015-2016 IT budget. Alisa worked long hours collecting the departmental goals and budgets for IT projects from supervisors, coordinating and attending meetings to process the final product. In her daily capacity of managing vendors and routine purchases, she has worked with the county's best interests in mind to develop necessary relationships which allow the purchasing process to operate as efficiently as possible. Due to her hard work and determination, the IT operations are continuing to increase in efficiency and as a direct result of her involvement, IT projects continue to be completed on schedule and within budget constraints. During this time she also focused on achieving the personal and departmental goal of becoming certified in an area to support IT project development within the IT department structure. Alisa achieved the highly sought Project Management Professional (PMP) certification from the Project Management Institute. This certification normally takes a year to process after qualifying, attending several training classes and passing the PMP certification exam.

HR Section: Received:

1/6/15

Emailed to HR Committee: