

**County of Frederick**

**Paula A. Nofsinger**  
Director of Human Resources

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TO: Human Resources Committee and Board of Supervisors  
FROM: Paula Nofsinger, HR Director *Paula Nofsinger*  
DATE: April 3, 2012  
SUBJECT: HR Committee Agenda

The HR Committee will meet in the First Floor Conference Room at 107 North Kent Street on Friday, April 13, 2012, at 8:00a.m. The agenda for the meeting is as follows:

1. The review and approval of three (3) draft HR policies.
2. An update of the County's HR priorities for calendar year 2012.
3. The review and approval of the Employee of the Month award.

# **Current Policies**

## **V. RECRUITMENT, SELECTION AND EMPLOYMENT**

### **5.1 Open Competition**

All positions covered by these policies shall be open to all persons who possess the requirements for the positions as indicated in the official class specifications. The recruitment objective is to obtain well qualified applicants for all vacancies with selection based on the best qualified person available at the salary offered for the particular position.

In no event shall a person of first or second degree relationship to an existing employee, covered by this plan, be employed by the same County Department.

No administrator or any other person in a supervisory position shall have under his or her direct supervision any employee whose relationship is of the first or second degree, either by blood or marriage. In the event of a promotion which brings about the conditions thus described, the employee of lower rank shall be transferred to another position for which he or she is qualified when a vacancy occurs.

Relationships of the first or second degree shall mean father, mother, brother, sister, spouse, son, daughter, son-in-law or daughter-in-law, sister-in-law or brother-in-law, aunts, uncles, nieces, nephews, and first cousins.

All requests for reasonable accommodations from potential applicants or as necessary for the retention of an employee will be considered for known physical and/or mental impairments of a qualified individual covered by the American Disabilities Act provided that the limitation does not impose an undue hardship upon the County or does not jeopardize the position through direct threat to a bonafide occupational qualification.

### **5.2 Original Employment**

An individual beginning employment with the County for the first time shall usually be placed at the first step of the pay range established for the class in which he/she is employed and that employment date should be defined as his pay entry base date. Occasionally, however, based on a new employee's prior experience and proficiency in the same or related capacity, placement may be accelerated up to and including the fourth step of the assigned range upon approval of the County Administrator within current budget restraints. Appointments may be made below the minimum for a person who lacks the desired qualifications of the position; such persons are considered Trainees until such time as they acquire the minimum qualifications, at which time they are advanced to the normal entrance salary of the position.

### **5.3 Anniversary Date**

When an employee begins work prior to the 15th of the month, the anniversary date shall be established as the 1st day of said month. When employment commences following the 15th of the month, the anniversary date shall be established as the 1st day of the following month.

### **5.4 Reemployment**

When an individual is re-employed after a separation of thirty (30) calendar days, a new pay entry base date shall be established to determine future anniversary dates that will be the basis for computation of all merit increases and other salary adjustments. A returning employee who is re-employed will usually be placed at the lowest step of the position's approved pay range. Occasionally, however, based on the returning employee's prior proficiency and experience in the same or related capacity, an acceleration of up to and including the fourth step of the assigned range may be made upon recommendation by the Department Head and approval of the County Administrator. All time earned in previous employment shall not be counted toward the probationary period, annual leave, service awards, or other longevity based on employment conditions or benefits. Rather, only that time earned following actual re-employment shall be counted.

## **5.5     Reinstatement**

An individual returning to the employ of the County within thirty (30) calendar days of separation, shall return to duty in the same position and class subsequent to the approval of the Department Head and the County Administrator. The appropriate pay step within the approved range of the class for all reinstated employees shall be determined by the County Administrator. Pay entry base dates for all reinstated employees will remain unchanged. All time earned previous to reinstatement shall be counted toward the probationary period, annual leave, etc. However, actual time missed prior to reinstatement shall be discounted from actual leave accrual to the nearest pay period.

## **5.6     Temporary Appointments**

Persons may be appointed to temporary positions without commitment as to tenure. Temporary employees may be part-time or full time and are not eligible for benefits.

## **5.7     Reclassification**

When such a position cannot accurately be described or compensated by assignment to an existing class or position, the County Administrator shall establish a new class or position, based upon written documentation submitted by the Department Head, with appropriate range and title, subject to approval by the Personnel Committee and the Board of Supervisors. A reclassification is the assignment of the employee's regular and continuing duties to a descriptive and commensurate class or position. Reclassification does not adjust the employee's anniversary date.

## **5.8     Promotion**

When employees are promoted, based upon written documentation submitted by the department head, their salary shall be increased to the first step of the promotional range or 10% whichever is the greater. The County Administrator shall have the authority to approve such promotions. Promotions exceeding the first step or 10% increase may need approval of the Personnel Committee/Board of Supervisors. The effective date of all promotions will be the first day of the pay period in which the promotion takes place. Employees who are promoted and are eligible for a merit evaluation may receive the scheduled merit increase.

## **5.9     Transfer Between Departments**

If a transfer between departments involves a promotion or demotion, the rules of the appropriate action shall apply. When an employee makes a lateral transfer between departments and the same class of position, no change of status or anniversary date occurs.

## **5.10    Appointing Authorities**

The appointing authority is the person or group of persons having authority to make appointments under the laws of the State and the County. Each Constitutional Officer is the appointing authority for his department. The County Administrator approves appointments for all other positions covered by these policies; however, the Board of Supervisors appoints the County Administrator.

**VI. PROBATIONARY PERIOD - New Hire, Promotion, Counseling/Discipline  
Re-employment, Reinstatement**

**6.1 Objective**

The probationary period shall be regarded as an integral part of the examination process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of an employee to his position, and for rejecting any employee whose performance is not satisfactory, and for counseling and/or disciplining an employee and reviewing the work of such employee following counseling.

**6.2 Duration**

The probation period shall be six (6) calendar months for County employees and twelve (12) calendar months for law enforcement, correctional officers, communications and firefighters (firefighters shall receive a 6 month probationary performance only evaluation) following an original employment, re-employment, reinstatement, promotion, or transfer between departments within the County. Counseling/disciplinary probation shall be such period up to six (6) calendar months

**6.3 Promotional Probation**

Probationary periods shall apply to promotional appointments in the following manner:

- a. Should an employee be promoted during their initial probationary period it shall be treated as a new hiring and the probationary period begun again.
- b. Should an employee be promoted to a position which is not commensurate with their previous position, the probationary period shall be utilized.
- c. Employees who are not at the time of promotion on probation, and are promoted to a commensurate position, shall not be placed on probation.

**6.4 Progress Meeting**

The immediate supervisor/department head may request a progress meeting with the probationary employee at any time, to identify successes and shortcomings. The content of the meeting must be documented in writing and a copy made available to the employee and the original placed in the employee's personnel file. Subsequent follow-up may be requested to review the employee's progress toward a satisfactory performance evaluation.

**6.5 Probationary Evaluation: New Hire, Re-employment, Reinstatement, Promotion,  
Counseling/Discipline**

The Department Head shall indicate in writing via the appropriate evaluation form:

- a. That he has discussed with the employee the employee's accomplishments, failures, strengths and weaknesses.
- b. Whether the employee is performing satisfactory work.
- c. Whether the employee should be placed on extended probation; or
- d. Whether the employee, if on probation following a promotion, should be reinstated in his former class.
- e. \*\*Whether the employee should be dismissed.

If at the end of the normal probationary period there is doubt about the employee's capability or willingness to perform satisfactorily, the probationary period may be extended to a maximum of an additional six (6) months, upon recommendation of the immediate supervisor and consent of the Department Head.

\*\*An employee while in the probationary phase, is not eligible for the grievance procedure.

## **VII. PERFORMANCE EVALUATION**

### **7.1 Objective**

The purpose of the full time employee performance evaluation shall be primarily to inform employees about how well they are performing their work and how they can improve their work performance. The performance evaluation shall also be used in determining salary increments, as a factor in determining order of lay-off, as a basis for training, promotion, demotion, transfer or dismissal, and for such other purposes as set forth in these regulations.

### **7.2 Period of Evaluation**

From the date of original appointment, re-employment, reinstatement, promotion, or transfer between departments with the County, all full time employees shall be evaluated at the end of the sixth (6) month of service, twelfth (12) month for law enforcement, correctional officers, public safety communications and firefighters, and on a yearly basis thereafter. An employee shall not be eligible for a pay raise until the performance evaluation form has been completely processed. Department Heads shall be responsible for the timely processing of personnel evaluations within their department to insure that an employee's merit increase is not delayed.

When an employee is absent from his position for more than twelve (12) consecutive weeks the evaluation shall be conducted on the yearly basis with a proration for the number of months worked in the prior year.

### **7.3 Evaluation**

Evaluations shall be conducted by the Department Head/or immediate supervisor. An employee shall have the right to review, and request a copy of any or all evaluations made of him.

### **7.4 Review with Employee**

Upon completion of the evaluation the employee shall note on the evaluation form, that the evaluation is agreeable or he may request a second review with the evaluator.

### **7.5 Appeal of Employee Evaluation**

Any full time County employee who feels that his performance evaluation is not correct shall have the right to appeal to a higher level of authority within five (5) working days of the evaluation:

1. To the Department Head for resolution
2. To the County Administrator for final administrative authority
3. In the case of Department Heads, appeals will be referred to the Personnel Committee for resolution.

### **7.6 Supplemental or Revised Evaluation**

The County Administrator may prepare, or request preparation of, a supplemental, revised or interim evaluation for any employee. Paragraphs 7.4 and 7.5 shall apply to any revised, supplemental or interim evaluation.

## **Recommended Policies**



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~~When an employee is absent from his position for more than twelve (12) consecutive weeks (as defined under the FMLA) the evaluation shall be moved accordingly.~~

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Upon completion of the evaluation the employee shall note on the evaluation form, ~~that, that~~ the evaluation ~~is agreeable or he may request a second review with the evaluator.~~ was received and any/all questions were addressed.

### **7.5 Appeal of Employee Evaluation**

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1. To ~~the Department~~the Department Head for resolution
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## County of Frederick

**Paula A. Nofsinger**  
Director of Human Resources

(540) 665-5668  
Fax: (540) 665-5669  
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TO: Human Resources Committee and Board of Supervisors

FROM: Paula Nofsinger, HR Director *Paula Nofsinger*

DATE: April 3, 2012

SUBJECT: Human Resources Strategic Initiatives CY2012 Update

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### 1. *Wellness Program*

As mentioned last month, there have been several meetings with the County's benefit brokers, BB&T, Anthem Wellness representatives, and the County Administration's leadership. It was decided to begin the first year of the County's wellness program with a strategy of awareness through participation. We are going to ask each employee to be aware of their health by completing a health assessment.

Anthem offers to all of its members an on-line questionnaire, called MyHealth Assessment, which when completed, is essentially a health calculator. This questionnaire captures current lifestyle habits, health history, and some health values. Once completed, it will generate a health score and a personal health risk profile. It will also offer additional wellness information and online resources. Ideally, it will help identify potential health risks before they occur or can cause serious health problems.

In order for our employees to complete the MyHealth Assessment, they will need to know some specific information about their health. Information that is usually obtained through regular wellness check ups, like height, weight, blood pressure, blood glucose, and cholesterol levels. The employees can use their information from their own personal physician; or, the County will be providing an onsite nurse to assist with the confidential medical screen as an alternative.

Once the health assessments are completed, Anthem will generate a list of the names of our employees who have participated in the wellness initiative. The employees who elected to participate will maintain the current healthcare premium rates for coverage. Those employees who elected not to participate will see an increase of \$5.00 per pay to their healthcare premium.

Additionally, Anthem will provide to the County a synopsis report which will identify areas of high risk at the group level. The information provided by the synopsis will be utilized to offer programs to our employees that can help address these high risk areas. For example, if the synopsis indicates that 85% of our employee population is smokers, then perhaps the County will offer smoking cessation classes.



The County's ultimate goal is to have our employees aware of and responsible for their own health. Additionally, the County would like to be able to offer programs that the employees will see as beneficial to improving their health. Therefore, it is absolutely necessary to gather the information that will provide to the County data that will allow us to know what programs may be helpful and utilized by our employees. To that end, we also anticipate the overall welfare of the plan, in terms of future plan renewals, to maintain their overall general trend of wellbeing.

Thank you for your support and please contact me directly with any questions.

April 2012



## 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 : Mark Miller Department: NRADC

Nomination Submitted By: Daniel Ellis Department: NRADC

Nominator's Signature:  Date: 03/13/2012

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

Mark Miller has been employed with Court Services for over 25 years. He started as a Case Manager and now has earned the title of Senior Case Manager. In his 25 years he has consistently maintained one of the highest case loads. Although his productivity is outstanding, he is being recommended for this award for his ability to jump in and assist the Department without being asked. Over the last year Mark has become more of a team player.

As is the case with all Departments, from time to time we are short-handed because of illness, vacation, or training. This requires that others pick up the slack. Mark has volunteered to be one of these people. During the Thanksgiving and Christmas Holidays when his co-workers were requesting time off Mark was there to assist in whatever was needed. In February when two of our administrative employees were in training he was willing to do his job and pitch in to do theirs.

He is of great assistance not only with his experience and knowledge of the Department but of his willingness to give help when it is needed most. I am proud to recommend him for this award because of his can-do attitude and his willingness to help when needed.

HR Section: Received: 3/13/12 Emailed to HR Committee: \_\_\_\_\_

May 2012



## 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 : Lindsey Felton

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=Frederick County IT, email=walterbanks@frederickcountymd.gov, c=US  
Date: 2012.03.12 11:43:09 -0400

Date: 03/12/2012

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

Lindsey Felton joined the the Technology department in August '11 as a GIS technician. Since her arrival she has taken an active role in delivering mapping services- support for addressing, public safety and planning county-wide. Her participation as a presenter for the GIS awareness initiative at the Frederick County Public Schools was critical to the programs success. Lindsey was involve with delivering instruction to over forty classes. Under the direction of her immediate supervisor, Pat Fly, Lindsey has worked to establish a "digital" fire and rescue mapping system that will eliminate paper versions and provide simple access to current digital images of the county on mobile devices.

- Taken on weekly maintenance for SDE Database
- Numerous maps for the Sheriff's office investigation division
- Service Learning Students – Doing a 6th grade field trip that will involve Geo-caches in Winchester/Frederick County
- Habitat for Humanity – new homes map
- Frederick County American Little league map
- Population density map series for the health department

Lindsey's attention to detail and quality of work has quickly made her an asset to the county's technology department.

HR Section: Received:

3/14/12

Emailed to HR Committee: