

OLDHAM COUNTY WATER DISTRICT

CASE NO. 2023-00252

Response to Commission Staff's Post-Hearing Request for Information

Exhibit PH-2

Oldham District Annual Interviews

Exhibit PH-2

2019 Interviews

Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date:	8/2/19	Period of Evaluation:	7/29/18 – 7/29/19

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: A rating of (1) UNACCEPTABLE, (2) NEEDS IMPROVEMENT, (3) MEETS EXPECTATIONS, (4) EXCEEDS EXPECTATIONS, or (5) SUPERIOR. (1, 2, 4, & 5) requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by using <i>check box</i> next to the appropriate level of performance. 2. Any score other than a (3) requires comments by the supervisor.

The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = NEEDS IMPROVEMENT** – Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = MEETS EXPECTATIONS** – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = EXCEEDS EXPECTATIONS** – Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = SUPERIOR** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS					
	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 4.5 </u>					

Comments:

█████ knows his job very well and completes █████ assignments without having to be prompted. █████ is very polite with customers and co-workers and treats them with respect. █████ has demonstrated listening without complaint.

BEHAVIORAL TRAITS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 4.2 </u>					

Comments:

█ has participated in many changes over the last year and has adjusted procedures accordingly displaying █ adaptability. █ has taken initiative by presenting various issues prior to occurring which has allowed us to act preventatively. █ has been willing to help solve issues while having the District's best interest at the forefront. █ keeps files and paperwork well organized.

WORK HABITS

	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1 - UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3 </u>			

Comments:

SUPERVISORY FACTORS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning and Organizing – Consider how well the employee plans and organizes work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: _____					

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Play an integral part of switching the 2 billing cycles to 1 cycle	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Become proficient with nResponse call messaging our delinquent list	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment Document step by step instructions for all billing procedures, not limited to, but including: preparing & loading meter reads, creating/processing bills, billing process in general, call messaging delinquent list, preparing cut-off list, CIE imports, updating postal address updates, etc	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment Keep an up-to-date Billing Calendar in outlook	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Project/Objective/Special Assignment Set up incoming and outgoing customers to have pro-rated base amount bills	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments:

OVERALL PERFORMANCE						
	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	30%	40%	x	4.5	=	1.8
Behavioral Traits	30%	40%	x	4.2	=	1.68
Work Habits	15%	20%	x	3	=	0.6
Supervisory Factors	25%	N/A	x	N/A	=	--
Overall Rating	4.5 - 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	4.08
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

█ has demonstrated his critical thinking/decision making several time throughout the year and plays a critical role in the billing process and as we continue to improve this process.

SIGNATURES:

Supervisor: █

Date: 8/2/2019

Supervisor Name (print): █

Superintendent: █

Date: 8-2-2019

Comments: | |

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary).

Employee Signature: █

Date: 8/2/19

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. Document step by step instructions for all billing procedures, not limited to, but including: preparing & loading meter reads, creating/processing bills, billing process in general, call messaging delinquent list, preparing cut-off list, CIE imports, updating postal address updates, etc

Item carried over from previous year - YES NO

2. Continue to manage the nResponse call messaging to our delinquent list and boil water notifications and any potential app notifications

Item carried over from previous year - YES NO

3. Play an integral part of software upgrade and outsourcing of bill printing services

Item carried over from previous year - YES NO

4. | |

Item carried over from previous year - YES NO

5. | |

Item carried over from previous year - YES NO

Supervisor's Signature 

Date: 8/2/19

Employee's Signature: 

Date: 8/2/19

Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last):			
Job Title:			
Supervisor Conducting Review:			
Date:	3/22/19	Period of Evaluation:	3/22/18 to 3/22/19

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: A rating of (1) UNACCEPTABLE, (2) NEEDS IMPROVEMENT, (3) MEETS EXPECTATIONS, (4) EXCEEDS EXPECTATIONS, or (5) SUPERIOR. (1, 2, 4, & 5) requires comments.

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DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
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MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by using <i>check box</i> next to the appropriate level of performance. 2. Any score other than a (3) requires comments by the supervisor.
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PERFORMANCE FACTORS					
	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
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Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3.75 </u>					

Comments:

█████ is very knowledgeable. █████ operates the equipment with care, █████ skill and ability allows █████ to be a superior operator. █████ ability to manage █████ workload is excellent. █████ is very productive and meets all deadlines on or before work schedule.

BEHAVIORAL TRAITS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3.6 </u>					

Comments:

██████ is always willing to lend a helping hand. █████ works well with other employees. █████ takes █████ job here seriously assumes responsibility for █████ actions, makes suggestions for improvements and follows thru with those ideas. █████ problem-solving skills are excellent. █████ work is done in a safe and timely manner. █████ work is rarely revisited a second time.

WORK HABITS

	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1 - UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3.0 </u>			

Comments:

SUPERVISORY FACTORS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning and Organizing – Consider how well the employee plans and organizes work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3.6 </u>					

Comments:

██████ has natural leadership skills, ██████ needs to continue to exercise that ability. ██████ has no problem delegating work to be done, however ██████ could improve by following up on the work until it's completion. ██████ manages very well and serves as a role model to others.

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Train on GIS Equipment to collect all new services, repairs, locates, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Improve Housekeeping/Organization	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment Train and Mentor other employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

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PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. | Continue to Train on GIS Equipment to collect all new services, repairs, locates, etc. |

Item carried over from previous year - YES NO

2. | Improve Housekeeping/Organization in the Shop and Truck |

Item carried over from previous year - YES NO

3. | Train other employees in the Field and on New Projects to include Inspector |

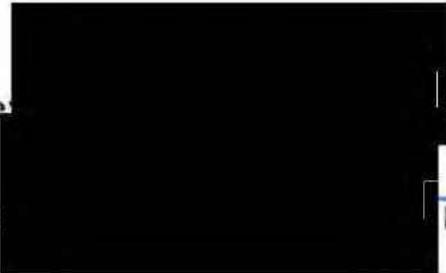
Item carried over from previous year - YES NO

4. | |

Item carried over from previous year - YES NO

Supervisor's Signature: 

Date: 3/22/19 |

Employee's Signature: 

Date: 4-9-19

OVERALL PERFORMANCE

	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	30%	40%	x	3.75	=	1.125
Behavioral Traits	30%	40%	x	3.6	=	1.08
Work Habits	15%	20%	x	3.0	=	.45
Supervisory Factors	25%	N/A	x	3.6	=	.90
Overall Rating	4.5 – 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	
3.555	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

SIGNATURE 

Supervisor: _____ Date: 3/22/19

Supervisor Name: _____

Superintende  _____

Date: 3/22/19

Comments: | |

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Signature _____ Date: 3/22/19



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date: 9-18-2019	11/6/19	Period of Evaluation:	8/22/18 – 8/22/19

INSTRUCTIONS TO RATER

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MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by using <i>check box</i> next to the appropriate level of performance. 2. Any score other than a (3) requires comments by the supervisor.
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PERFORMANCE FACTORS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1 – UNACCEPTABLE
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee’s use of established techniques, materials and equipment as they relate to performance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of Work – Consider the results of this employee’s efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 4.75 </u>					

Comments:

BEHAVIORAL TRAITS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u>4.8</u>					

Comments:

WORK HABITS

	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1 - UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OCWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3 </u>			

Comments:

SUPERVISORY FACTORS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1 - UNACCEPTABLE
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 4.4 </u>					

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
List from Previous Review 1. Project/Objective/Special Assignment ■■■■■ projects vary with the needs of the District. ■■■■■ should continue to work to keep ■■■■■ employees and the District's best needs in mind.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment ■■■■■ should continue to work with the CEO and Finance and Administrative Manager to follow the District's budget.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment ■■■■■ should continue to contribute with operation and budget needs for the upcoming year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

OVERALL PERFORMANCE

	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	30%	40%	x	4.75	=	1.425
Behavioral Traits	30%	40%	x	4.8	=	1.44
Work Habits	15%	20%	x	3	=	.45
Supervisory Factors	25%	N/A	x	4.4	=	1.2
Overall Rating	4.5 – 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.515

Comments:

█████ knows █████ job very well and anything that is unfamiliar █████ is more than willing to learn.

█████ always completes █████ assignments without having to be prompted. █████ projects are always neat, and █████ work areas/truck are very clean.

█████ ability to perform █████ work timely is unprecedented, and █████ always has multiple projects to manage simultaneously.

█████ follows the rules and never complains about additional tasks ask of █████

█████ is always polite and is always willing to listen without complaint.

█████ ability to work well with others is exceptional. and █████ is always a team player.

█████ looks for ways to improve the OCWD over and above what should be required.

█████ always has the Districts best interest at heart, even when it requires more effort on █████ part. █████ ability to solve difficult problems make █████ an asset to this organization.

█████ uses very little sick time, gives extra time frequently.

█████ keeps █████ people working toward a common goal, and I believe they respect █████, but I believe they sometime take advantage of █████ good nature,

█████ should delegate more and require more from █████ people; █████ often completes assignments █████ rather than having the employee complete it. I know this is done to facilitate getting the work done on-time and properly, but I believe █████ should require █████ people to step up more.

█████ is always planning and if priorities change, █████ is willing to do whatever is required to make sure all jobs are completed timely.

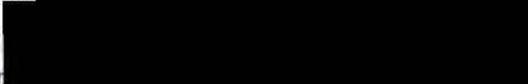
█████ is a great role model for all employees. I wish many times I could be more like █████, he often counsels other employees without knowledge of it or █████ refuses to acknowledge it. █████ direction is clear and concise. But sometimes █████ helps his employees so much they may expect it, when they should complete more tasks on their own.

SIGNATURES:

Supervisor 

Date: ~~11-7-2017~~ 11-4-2019

Supervisor Name 

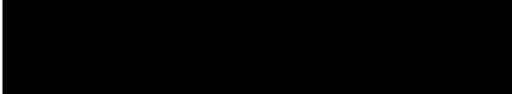
Superintendent 

Date: 11-4-2019

Comments:

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary)

Employee Signature: 

Date: 11-6-19

Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last):			
Job Title:			
Supervisor Conducting Review:			
Date:	7/24/2019	Period of Evaluation:	7/24/2018 to 7/24/2019

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: A rating of (1) UNACCEPTABLE, (2) NEEDS IMPROVEMENT, (3) MEETS EXPECTATIONS, (4) EXCEEDS EXPECTATIONS, or (5) SUPERIOR. (1, 2, 4, & 5) requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
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MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by using check box next to the appropriate level of performance. 2. Any score other than a (3) requires comments by the supervisor.
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The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = NEEDS IMPROVEMENT** - Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = MEETS EXPECTATIONS** - Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = EXCEEDS EXPECTATIONS** - Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = SUPERIOR** - Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS					
	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner, meet work schedules.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3.5 </u>					

Comments:

██████ job performance and knowledge at OCWD is excellent. █████ is a skilled worker and █████ abilities allow █████ to exceed the company's expectations. █████ has a very positive attitude toward work, █████ is always cooperative toward the work assignments and follows all the company's policies and rules.

BEHAVIORAL TRAITS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3.2 </u>					

Comments:

■■■■■ work truck is clean and organized, ■■■■■ paperwork is detailed and precise. ■■■■■ could improve by staying caught up with ■■■■■ paperwork and organize ■■■■■ office/desk. ■■■■■ easily adjust if the procedure, environment, or duty changes. ■■■■■ uses good judgement and is willing to explore new ideas and suggestions to improve the work environment.

WORK HABITS

	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1 - UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3.0 </u>			

Comments:

SUPERVISORY FACTORS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1 - UNACCEPTABLE
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	<input type="checkbox"/>				
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	<input type="checkbox"/>				
Planning and Organizing – Consider how well the employee plans and organizes work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	<input type="checkbox"/>				
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	<input type="checkbox"/>				
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	<input type="checkbox"/>				
Section Score: _____ N/A _____					

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Gain more understanding of the regulations and or requirements from DOW and PSC to assist in paperwork in the absence of the plant operator.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Train with an Inspector to assist on projects. Making sure they follow our Specs and complete the project.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. Train with an Inspector to assist on projects. Making sure they follow our Specs and complete the project

Item carried over from previous year - YES NO

2. Train in the Treatment Plant to understand the MOR, Bac-T samples, Lead and Copper and the scheduled time to complete that task.

Item carried over from previous year - YES NO

3. Implement Bidding of Inventory Items to include organizing the inventory shelves, controlling the receiving and distributing to the field supervisors

Item carried over from previous year - YES NO

4.

Item carried over from previous year - YES NO

Supervisor's Signature: 

Date: 7/24/2019

Employee's Signature: 

Date: 8-2-19



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date:	03/22/2019	Period of Evaluation:	03/05/18 – 03/05/19

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: A rating of (1) UNACCEPTABLE, (2) NEEDS IMPROVEMENT, (3) MEETS EXPECTATIONS, (4) EXCEEDS EXPECTATIONS, or (5) SUPERIOR. (1, 2, 4, & 5) requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
---------------------------	---

MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by using check box next to the appropriate level of performance. 2. Any score other than a (3) requires comments by the supervisor.
----------------------	--

The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = NEEDS IMPROVEMENT** – Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = MEETS EXPECTATIONS** – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = EXCEEDS EXPECTATIONS** – Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = SUPERIOR** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS					
	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3.0 </u>					

Comments:

██████ has gained a considerable amount of knowledge to perform her job. ██████ has learned many common practices and the phone system. ██████ is quick to answer incoming calls. ██████ can appear to be overwhelmed with high volume due to ██████ desire to respond quickly. Do not hesitate to ask for help and remain calm.

Stay positive and confident during tough confrontation.

BEHAVIORAL TRAITS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3.0 </u>					

Comments:

██████ works well with others and is considerate. Now that ██████ has gained a good foundation of job knowledge, she can work on initiating greater responsibility by learning other procedures to be a back up to other Customer Service roles (i.e. work orders, cut off list, movers).

██████ keeps her desk and area neat and organized.

WORK HABITS

	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3 </u>			

Comments:

SUPERVISORY FACTORS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1 - UNACCEPTABLE
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning and Organizing – Consider how well the employee plans and organizes work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: _____					

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

OVERALL PERFORMANCE						
	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	30%	40%	x	3.0	=	1.2
Behavioral Traits	30%	40%	x	3.0	=	1.2
Work Habits	15%	20%	x	3.0	=	0.6
Supervisory Factors	25%	N/A	x	N/A	=	N/A
Overall Rating	4.5 - 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.0

Comments:

██████████ has fit in well with her co-workers her first year and has gained a lot of job knowledge.

SIGNATURES:

Supervisor: ██████████ Date: 03/29/19

Supervisor Name ██████████

CEO: ██████████ Date: 3-25-2019

Comments: | |

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Signature: ██████████ Date: 3/29/19

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. **Study the OCWD Tariffs to become familiar with our regulations.**

Item carried over from previous year - YES NO

2. **Learn the Work Order Procedures**

Item carried over from previous year - YES NO

3. **Post and deposit all incoming mail customer payments the day of receipt**

Item carried over from previous year - YES NO

4. **Learn the cut off list procedures**

Item carried over from previous year - YES NO

Supervisor's Signature: 

Date: 3/29/19

Employee's Signature: 

Date: 3/29/19

Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last):			
Job Title:			
Supervisor Conducting Review:			
Date:	4/30/19	Period of Evaluation:	4/30/18 to 4/30/19

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: A rating of (1) UNACCEPTABLE, (2) NEEDS IMPROVEMENT, (3) MEETS EXPECTATIONS, (4) EXCEEDS EXPECTATIONS, or (5) SUPERIOR. (1, 2, 4, & 5) requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by using <i>check box</i> next to the appropriate level of performance. 2. Any score other than a (3) requires comments by the supervisor.

The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = NEEDS IMPROVEMENT** - Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = MEETS EXPECTATIONS** - Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = EXCEEDS EXPECTATIONS** - Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = SUPERIOR** - Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS					
	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3.75 </u>					

Comments:

██████████ knowledge of the treatment process, Scada and distribution system allows ██████████ to exceed the companies' expectations. ██████████ does a great job in communicating with OCWD staff and customers. ██████████ also responds to instructions well.

BEHAVIORAL TRAITS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3.0 </u>					

Comments:

████████ has improved ████████ cooperation in helping his co-workers on line breaks/repairs. ████████ has a lot of good ideas and knows what to do, ████████ needs to express those ideas for improvements and take ownership of those suggestions. ████████ has done an excellent job with the field communication and hydrant flushing program. ████████ also monitors the SCADA system very well.

WORK HABITS

	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: 3.0			
Comments:			

SUPERVISORY FACTORS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning and Organizing – Consider how well the employee plans and organizes work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: _____ N/A _____					

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Participate more in manual labor situations, such as line breaks, repairs, line locates, work orders, and mowing treatment plant.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Gain more mechanical expertise on plant equipment. Implement Record Keeping Package on Shared Drive Update Sample Sites, Create New Sites, including Bac-T and Lead and Copper.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Participate in GIS, Collector, Hydrant Flushing, and Workforce Work order system	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Create a Long-Term Testing Schedule on Shared Calendar on Shared Drive	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments:

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. **Continue to participate in manual work situations**

Item carried over from previous year - YES NO

2. **Continue to gain mechanical knowledge of the plant and the new monitoring systems**

Item carried over from previous year - YES NO

3. **Continue to participate in GIS, Collector and Hydrant Flushing**

Item carried over from previous year - YES NO

4. **Run Generators at Plant**

Item carried over from previous year - YES NO

Supervisor's Signature: 

Date: 4/30/19

Employee's Signature: 

Date: 5/10/19

Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last):			
Job Title:			
Supervisor Conducting Review:			
Date: 12/13/19	12/13/19	Period of Evaluation:	10/24/18 - 10/24/19

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: A rating of (1) UNACCEPTABLE, (2) NEEDS IMPROVEMENT, (3) MEETS EXPECTATIONS, (4) EXCEEDS EXPECTATIONS, or (5) SUPERIOR. (1, 2, 4, & 5) requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
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MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by using <i>check box</i> next to the appropriate level of performance. 2. Any score other than a (3) requires comments by the supervisor.
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The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = NEEDS IMPROVEMENT** - Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
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- 5 = SUPERIOR** - Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS					
	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u>2.75</u>					

Comments:

Improvement needed on safety. Roll over protection on mowers, hard hats and safety glasses for work release personnel must be used.

BEHAVIORAL TRAITS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3 </u>					

Comments:

WORK HABITS

	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	X	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	X	<input type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	X	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3 </u>			

Comments:

SUPERVISORY FACTORS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	<input type="checkbox"/>				
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	<input type="checkbox"/>				
Planning and Organizing – Consider how well the employee plans and organizes work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	<input type="checkbox"/>				
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	<input type="checkbox"/>				
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	<input type="checkbox"/>				
Section Score: _____					

Comments:

N/A

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Fence clearing on properties show established progress.	X	<input type="checkbox"/>
2. Project/Objective/Special Assignment On call test and weekend duty.	X	<input type="checkbox"/>
3. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

OVERALL PERFORMANCE						
	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	30%	40%	x	2.75	=	1.1
Behavioral Traits	30%	40%	x	3	=	1.2
Work Habits	15%	20%	x	3	=	.6
Supervisory Factors	25%	N/A	x		=	
Overall Rating	4.5 - 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	2.9
	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

SIGNATURES:

Supervisor: _____

Date: 12/13/19

Supervisor Name (print): _____

Superintendent: _____

Date: 12-13-2019

Comments: | |

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Signature: _____

Date: 12/13/19

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

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PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. | | Fence clearing and painting

Item carried over from previous year - YES NO

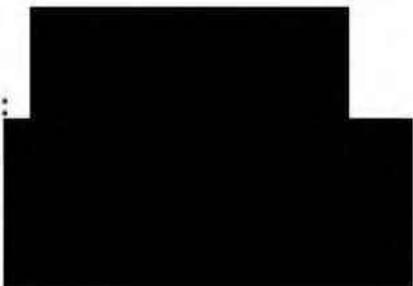
2. | |

Item carried over from previous year - YES NO

3. | |

Item carried over from previous year - YES NO

Supervisor's Signature:



Date: | 12/15/19

Employee's Signature:

Date: 12/13/19



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last):			
Job Title:			
Supervisor Conducting Review:			
Date:	4/23/19	Period of Evaluation:	4/23/18 to 4/23/19

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

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- 5 = SUPERIOR** - Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS					
	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3.0 </u>					

Comments:

██████ has the knowledge and skills to complete most jobs at a higher level. ██████ does an excellent job with ██████ assigned jobs and the amount of work ██████ gets done is in a timely manner; however, ██████ does not always demonstrate those abilities, ██████ struggles with understanding all work rules and policies. ██████ needs to pay more attention to details.

BEHAVIORAL TRAITS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 2.8 </u>					

Comments:

██████ is a true team member and works well with other employees. ██████ needs to work on being more independent and complete the work without being told to go back and finish. ██████ needs to work on keeping his work area clean, neat and organized this includes paperwork. ██████ is showing some improvements in the last few months.

WORK HABITS

	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3.0 </u>			

Comments:

SUPERVISORY FACTORS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning and Organizing – Consider how well the employee plans and organizes work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> N/A </u>					

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets *if necessary*.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

OVERALL PERFORMANCE

	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	30%	40%	x	3.0	=	1.20
Behavioral Traits	30%	40%	x	2.8	=	1.12
Work Habits	15%	20%	x	3.0	=	.60
Supervisory Factors	25%	N/A	x		=	
Overall Rating	4.5 - 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	
2.92	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

█ has had a good first year at OCWD. █ works well with other employees. █ is learning every day. █ needs to complete the job from start to finish to include paperwork, improve neatness/organization and details of work being done.

SIGNATURES

Supervisor: █ Date: 4/23/19

Supervisor Name (print): █
Superintendent: █ Date: 4/23/19

Comments: | |

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Signature: █ Date: 4/23/19

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. Gain more knowledge of the distribution system, Treatment Plant, Inventory and the policies/procedures of OCWD.

Item carried over from previous year - YES NO

2. Participate in the GIS system, by implementing and training in the Collector, Hydrant Flushing, Survey 123 and Workforce Work Order system

Item carried over from previous year - YES NO

3. Work toward become a [REDACTED]

Item carried over from previous year - YES NO

4. Get CDL

Item carried over from previous year - YES NO

Supervisor's Signature: [REDACTED]

Date: 4/23/19

Employee's Signature: [REDACTED]

Date: 5-7-19



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last):			
Job Title:			
Supervisor Conducting Review:			
Date:	7/13/2019	Period of Evaluation:	7/13/2018 to 7/13/2019

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: A rating of (1) UNACCEPTABLE, (2) NEEDS IMPROVEMENT, (3) MEETS EXPECTATIONS, (4) EXCEEDS EXPECTATIONS, or (5) SUPERIOR. (1, 2, 4, & 5) requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by using <i>check box</i> next to the appropriate level of performance. 2. Any score other than a (3) requires comments by the supervisor.

The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = NEEDS IMPROVEMENT** - Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = MEETS EXPECTATIONS** - Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = EXCEEDS EXPECTATIONS** - Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = SUPERIOR** - Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS					
	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee’s use of established techniques, materials and equipment as they relate to performance.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of Work – Consider the results of this employee’s efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3.25 </u>					

Comments:

████████ job performance was very good over the past year. ██████ is gaining knowledge of the Distribution System, Treatment Plant and uses all his resources to the best of ██████ ability. ██████ has developed tools such as an Outage Map and Dashboards to improve the communication at OCWD and with our customers.

BEHAVIORAL TRAITS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3.4 </u>					

Comments:

██████ has a lot of initiative. █████ continues to improve the GIS system by implementing various projects, █████ suggestion of Fire Department hydrant flushing, collection of line locate markings and workforce are going to be an asset to OCWD. █████ work area and truck are neat and organized. █████ paperwork is complete, precise and is detailed with notes about the situation.

WORK HABITS

	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3.0 </u>			

Comments:

SUPERVISORY FACTORS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning and Organizing – Consider how well the employee plans and organizes work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: _____ <u>N/A</u> _____					

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Pursue Training Opportunities in Implementing the Paperless Work Order System	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Pursue GISP Certification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Project/Objective/Special Assignment Build a Sampling Map to include Bac-T, Lead and Copper and any Other Sample Sites	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment Continue working in the implementation of GIS to CIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments:

OVERALL PERFORMANCE						
	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	30%	40%	x	3.25	=	1.30
Behavioral Traits	30%	40%	x	3.4	=	1.36
Work Habits	15%	20%	x	3.0	=	.60
Supervisory Factors	25%	N/A	x		=	
Overall Rating	4.5 - 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	3.26
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

██████████ is a valuable part of the success here at OCWD. ██████████ knowledge in the GIS field is excellent.

SIGNATURES:

Supervisor: ██████████ Date: 7/13/2019

Supervisor Name (print): ██████████
 Superintende ██████████ Date: 7/13/2019

Comments: | |

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Signature: ██████████ Date: 7/13/2019

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. | Pursue GISP Certification |

Item carried over from previous year - YES NO

2. | Organize Paper Maps in Drawers and Create a Printed Index. |

Item carried over from previous year - YES NO

3. | |

Item carried over from previous year - YES NO

4. | |

Item carried over from previous year - YES NO

Supervisor's Signature:

Date: 7/13/2019

Employee's Signature:

Date: 7/17/19

Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date:	6-8-2019	Period of Evaluation:	2018-2019

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: A rating of (1) UNACCEPTABLE, (2) NEEDS IMPROVEMENT, (3) MEETS EXPECTATIONS, (4) EXCEEDS EXPECTATIONS, or (5) SUPERIOR. (1, 2, 4, & 5) requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
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MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by using <i>check box</i> next to the appropriate level of performance. 2. Any score other than a (3) requires comments by the supervisor.
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The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
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- 3 = MEETS EXPECTATIONS** - Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = EXCEEDS EXPECTATIONS** - Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = SUPERIOR** - Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS					
	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1 – UNACCEPTABLE
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner, meet work schedules.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u>19 (4.75)</u>					

Comments:

- [REDACTED] knows [REDACTED] job very well and anything that is unfamiliar [REDACTED] is more than willing to learn.
- [REDACTED] always completes [REDACTED] assignments without having to be prompted.
- [REDACTED] ability to perform [REDACTED] work timely is unprecedented, and [REDACTED] always has multiple projects to manage simultaneously.
- [REDACTED] follows the rules and never complains about additional tasks ask of [REDACTED]
- [REDACTED] is always polite and is always willing to listen without complaint.

BEHAVIORAL TRAITS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section Score: 24 (4.8)

Comments:

- [REDACTED] ability to work well with others is exceptional, and [REDACTED] is always a team player
- [REDACTED] looks for ways to improve the OCWD over and above what should be required
- [REDACTED] projects are always neat, and [REDACTED] work areas are kept neat and clean
- [REDACTED] has seen, participated in, implemented, and directed many changes in staff and operation of the District over the last year, [REDACTED] adjusts to change without complaint and is not afraid to make improvements, but does so in a polite and professional manor.
- [REDACTED] always has the Districts best interest at heart, even when it requires more effort on [REDACTED] part. [REDACTED] ability to solve difficult problems make [REDACTED] an asset to this organization.

WORK HABITS

	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1 - UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u>9 (3)</u>			

Comments:

SUPERVISORY FACTORS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning and Organizing – Consider how well the employee plans and organizes work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u>24 (4.80)</u>					

Comments:

- [REDACTED] keeps her people working toward a common goal, and I believe they have the upmost respect for [REDACTED]
- [REDACTED] is exceptional in planning and making sure items are completed on time. [REDACTED] is very valuable to me in this area. [REDACTED] is always planning and if priorities change, [REDACTED] is willing to do whatever is required to make sure all jobs are completed timely.
- [REDACTED] keeps me informed and up to date on the day to day operations in the office. [REDACTED] follows policy and expects [REDACTED] staff to do the same.
- There is no better role model in our company than [REDACTED]. [REDACTED] is polite, professional, timely, and provides concise, consistent answers to employees with questions.

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Create and implement an annual cost of water produced, along with a rate analysis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Continue to improve and implement new ideas for customer service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. **Create redundancy in your department by doing additional cross-training**

Item carried over from previous year - YES NO

2. | |

Item carried over from previous year - YES NO

3. | |

Item carried over from previous year - YES NO

4. | |

Item carried over from previous year - YES NO

Supervisor's Signature



Date: 6-20-2019

Employee's Signature



Date: 6-21-19

Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date:	11/21/19	Period of Evaluation:	11/10/18 – 11/10/19

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: A rating of (1) UNACCEPTABLE, (2) NEEDS IMPROVEMENT, (3) MEETS EXPECTATIONS, (4) EXCEEDS EXPECTATIONS, or (5) SUPERIOR. (1, 2, 4, & 5) requires comments.

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- 4 = EXCEEDS EXPECTATIONS** - Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = SUPERIOR** - Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section Score: 4.5

Comments:

██████ has great knowledge of █████ job and demonstrates the ability to manage several responsibilities simultaneously. █████ is conscientious of work schedules/deadlines. █████ has a very cooperative attitude and compliance with work rules and policies. █████ communicates very well with customers and co-workers.

BEHAVIORAL TRAITS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 4.4 </u>					

Comments:

██████ is an excellent team member and is extremely considerate and has rapport with ██████ co-workers. ██████ seeks for improvement in processes and is excellent at analyzing situations keeping the agencies best interest in mind. ██████ office can use better organization with papers filed timelier. ██████ responds very well to suggestions for improvement and new ideas/procedures.

WORK HABITS

	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1 - UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3.0 </u>			

Comments:

SUPERVISORY FACTORS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff, define assignments; oversee the work of subordinates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning and Organizing – Consider how well the employee plans and organizes work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: _____					

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Assist with selecting and setting up uniform orders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Play an active role in software vendor selection.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment Assist with work flow and quality service audits moving from two billing cycles to one billing cycle.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment Continue to cross train with billing responsibilities for back up purposes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments:

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. | **Complete the Utility Management Institute (UMI) courses** |

Item carried over from previous year - YES NO

2. | **Continue to cross-train and assist with cross training – replace Customer Service Reps as they work with each other** |

Item carried over from previous year - YES NO

3. | |

Item carried over from previous year - YES NO

4. | |

Item carried over from previous year - YES NO

Supervisor's Signature:  Date: 12/13/19

Employee's Sign:  Date: Dec. 13, 2019.

Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last):			
Job Title:			
Supervisor Conducting Review:			
Date:	9/17/2019	Period of Evaluation:	9/17/2018 to 9/17/2019

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: A rating of (1) UNACCEPTABLE, (2) NEEDS IMPROVEMENT, (3) MEETS EXPECTATIONS, (4) EXCEEDS EXPECTATIONS, or (5) SUPERIOR. (1, 2, 4, & 5) requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
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MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by using <i>check box</i> next to the appropriate level of performance. 2. Any score other than a (3) requires comments by the supervisor.
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The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = NEEDS IMPROVEMENT** - Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = MEETS EXPECTATIONS** - Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = EXCEEDS EXPECTATIONS** - Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = SUPERIOR** - Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee’s use of established techniques, materials and equipment as they relate to performance.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of Work – Consider the results of this employee’s efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner, meet work schedules.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3.25 </u>					

Comments:

██████ years of experience has developed ██████ to be very knowledgeable of the Distribution System and Water Treatment Plant. ██████ is skilled and uses techniques that allow ██████ performance to exceed the company’s expectations.

BEHAVIORAL TRAITS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manner.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3.4 </u>					

Comments:

██████ is a true team member; ██████ works well with other employees and is always willing to lend a helping hand. ██████ keeps ██████ truck neat and organized. ██████ paperwork is complete precise and detailed.

WORK HABITS

	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3.0 </u>			

Comments:

SUPERVISORY FACTORS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning and Organizing – Consider how well the employee plans and organizes work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: _____ <u>3.4</u> _____					

Comments:

██████ does a great job of delegating the workload to others and follows up with completion of the assignment. ██████ sees the big picture and plans accordingly, organize with others to complete the assignment.

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Move Telemetry from Old Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Telemetry on Liberty Lane and KPI	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment Obtain Water Distribution License or Treatment License	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Project/Objective/Special Assignment Participate in training new employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments:

OVERALL PERFORMANCE						
	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	30%	40%	x	3.25	=	.975
Behavioral Traits	30%	40%	x	3.40	=	1.02
Work Habits	15%	20%	x	3.0	=	.45
Supervisory Factors	25%	N/A	x	3.4	=	.85
Overall Rating	4.5 - 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	3.295
3.295	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

██████████ is an asset to OCWD ██████████ knowledge and leadership is a contributor to ██████████ success.

SIGNATURES

Supervisor: ██████████

Date: 9/17/2019

Supervisor Name (print): ██████████

Superintendent: ██████████

Date: 9-27-19

Comments: | |

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Signature: ██████████

Date: 9/27/19

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. **Participate in training new employees**

Item carried over from previous year - YES NO

2. **Obtain Water Distribution License or Treatment License**

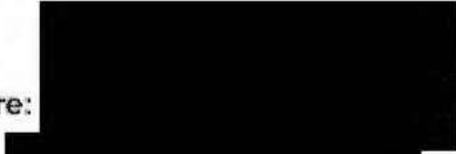
Item carried over from previous year - YES NO

3. **Seek Safety Training Videos to Improve our Safety Program**

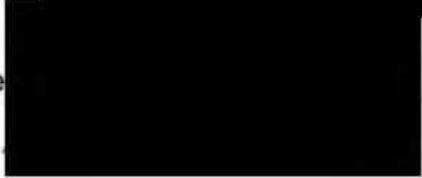
Item carried over from previous year - YES NO

4.

Item carried over from previous year - YES NO

Supervisor's Signature: 

Date: 9/17/2019

Employee's Signature: 

Date: 9/27/19



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last):			
Job Title:			
Supervisor Conducting Review:			
Date:	9/4/2019	Period of Evaluation:	9/4/2018 to 9/4/2019

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: A rating of (1) UNACCEPTABLE, (2) NEEDS IMPROVEMENT, (3) MEETS EXPECTATIONS, (4) EXCEEDS EXPECTATIONS, or (5) SUPERIOR. (1, 2, 4, & 5) requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
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MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by using check box next to the appropriate level of performance. 2. Any score other than a (3) requires comments by the supervisor.
----------------------	--

The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = NEEDS IMPROVEMENT** - Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = MEETS EXPECTATIONS** - Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = EXCEEDS EXPECTATIONS** - Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = SUPERIOR** - Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS					
	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1 – UNACCEPTABLE
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3.0 </u>					

Comments:

██████ has had a good year at OCWD, █████ is in a learning curve and is gaining knowledge daily. █████ has become very familiar with the service area. █████ understands the requirements of the service worker and will have no issues in meeting or exceeding the company's expectations in the future. █████ has a excellent attitude toward work assignments, █████ also works safely and has no problem following the company's rules and policies.

BEHAVIORAL TRAITS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others, maintain rapport with others; help others willingly?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3.0 </u>					

Comments:

As I mentioned earlier [REDACTED] is learning daily, [REDACTED] job performance is excellent, but [REDACTED] needs to seek more responsibility or ownership in projects. Some example of upcoming projects: Inventory Bidding, Valve Exercising, listening device on service lines to help reduce water loss, GIS Infrastructure just to name a few. [REDACTED] keeps [REDACTED] work area clean and organized. [REDACTED] paperwork is neat and has details of the work that was completed.

WORK HABITS

	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1 - UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3.0 </u>			

Comments:

SUPERVISORY FACTORS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning and Organizing – Consider how well the employee plans and organizes work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: _____ N/A _____					

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

OVERALL PERFORMANCE						
	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	30%	40%	x	3.0	=	1.20
Behavioral Traits	30%	40%	x	3.0	=	1.20
Work Habits	15%	20%	x	3.0	=	.60
Supervisory Factors	25%	N/A	x		=	
Overall Rating	4.5 - 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	3.00
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

SIGNATURE

Supervisor:

Date: 9/4/19

Supervisor Name (print):

Superintendent:

Date: 9-4-2019

Comments: | |

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Signature:

Date:

9/5/19

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. Gain more knowledge of the distribution system, Treatment Plant, Inventory.

Item carried over from previous year - YES NO

2. Participate in the GIS system, by implementing and training in the Collector, Hydrant Flushing, Survey 123 and Line Leak Log

Item carried over from previous year - YES NO

3. Work toward become a [REDACTED]

Item carried over from previous year - YES NO

4.

Item carried over from previous year - YES NO

Supervisor's Signature: [REDACTED]

Date: 9/4/19

Employee's Signature: [REDACTED]

Date: 9/5/19



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last):			
Job Title:			
Supervisor Conducting Review:			
Date:	12/31/19	Period of Evaluation:	Jan 1 2019- Jan1 2020

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: A rating of (1) UNACCEPTABLE, (2) NEEDS IMPROVEMENT, (3) MEETS EXPECTATIONS, (4) EXCEEDS EXPECTATIONS, or (5) SUPERIOR. (1, 2, 4, & 5) requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources. 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by using check box next to the appropriate level of performance. 2. Any score other than a (3) requires comments by the supervisor.

The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = NEEDS IMPROVEMENT** - Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = MEETS EXPECTATIONS** - Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = EXCEEDS EXPECTATIONS** - Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = SUPERIOR** - Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1 – UNACCEPTABLE
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee’s use of established techniques, materials and equipment as they relate to performance.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of Work – Consider the results of this employee’s efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u>3.25</u>					

Comments:

Always completing assigned tasks ahead of schedule and taking on additional work from other departments as well. Examples include taking care of equipment like trucks and machinery when requested.

BEHAVIORAL TRAITS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1 - UNACCEPTABLE
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u>3.2</u>					

Comments:

Employee always adding to routine, and contributing to resolve problems.

WORK HABITS

	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	X	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	X	<input type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	X	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3 </u>			

Comments:

SUPERVISORY FACTORS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning and Organizing – Consider how well the employee plans and organizes work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: _____					

Comments: N/A

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Trained and passed on-call test as required.	X	<input type="checkbox"/>
2. Project/Objective/Special Assignment SCADA SYSTEM Updated KPI and Liberty Ln sites for telemetry control. Moved old office telemetry to 2 mill tank.	X	<input type="checkbox"/>
3. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

OVERALL PERFORMANCE						
	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	30%	40%	x	3.25	=	1.3
Behavioral Traits	30%	40%	x	3.2	=	1.28
Work Habits	15%	20%	x	3	=	0.6
Supervisory Factors	25%	N/A	x	N/A	=	N/A
Overall Rating	4.5 - 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.18

Comments:

SIGNATURES

Supervisor: _____

Date: 1/24/20

Supervisor Name: _____

Superintendent: _____

Date: 1-27-2020

Comments: | |

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Signature: _____

Date: 1/24/20

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

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PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. **Update treatment plant restroom**

Item carried over from previous year - YES NO

2. **Well field generator project**

Item carried over from previous year - YES NO

3. **Greenhaven #3 breaker repair**

Item carried over from previous year - YES NO

4.

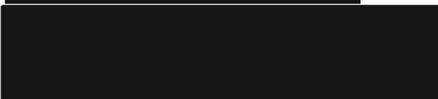
Item carried over from previous year - YES NO

Supervisor's Signature



Date: 1/24/20

Employee's Signature:



Date: 1/24/20

Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last):			
Job Title:			
Supervisor Conducting Review:			
Date:	6/20/19	Period of Evaluation:	6/30/18 to 6/30/19

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: A rating of (1) UNACCEPTABLE, (2) NEEDS IMPROVEMENT, (3) MEETS EXPECTATIONS, (4) EXCEEDS EXPECTATIONS, or (5) SUPERIOR. (1, 2, 4, & 5) requires comments.

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- 3 = MEETS EXPECTATIONS** - Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = EXCEEDS EXPECTATIONS** - Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = SUPERIOR** - Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner, meet work schedules.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: _____ <u>3.5</u> _____					

Comments:

████████████████████ knowledgeable of the operations at OCWD continues to improve, ██████████ skill and ability allows ██████████ performance to exceed the company's expectations. ██████████ holds ██████████ accountable and to a higher standard. ██████████ is well prepared and can manage several jobs at one time. ██████████ has no problem safely following the company's policies.

BEHAVIORAL TRAITS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3.6 </u>					

Comments:

██████ is full of initiative, ██████ is always trying to improve ██████ team and the company. ██████ has his work area organized and neat, ██████ paperwork is accurate and complete. ██████ easily changes as the procedure, environment, or the job changes with little or no complaints.

WORK HABITS

	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1 - UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3.0 </u>			

Comments:

SUPERVISORY FACTORS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning and Organizing – Consider how well the employee plans and organizes work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3.6 </u>					

Comments:

██████ does an excellent job in supervising his team. ███ has goals for the year and follows them thru until completed. ███ motivates other employees to be better, even when they are the newest employees and in training. When others don't want to do something, ███ leads his team to get it done.

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Read all meters manually and continue to manage the annual read program	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Implement and Manage a Meter change out program for 10-year meters	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment Manage the thru the lid ERT change out	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

OVERALL PERFORMANCE						
	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	30%	40%	x	3.5	=	1.05
Behavioral Traits	30%	40%	x	3.6	=	1.08
Work Habits	15%	20%	x	3.0	=	.45
Supervisory Factors	25%	N/A	x	3.6	=	.90
Overall Rating	4.5 – 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	3.48
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

██████████ is very knowledgeable, hardworking leader, always willingly to help others and is an asset to OCWD

SIGNATURES:

Supervisor: ██████████ Date: 6/30/2019

Supervisor Name (print) ██████████
 Superintendent ██████████ Date: 6/30/2019

Comments: | |

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Signature: ██████████ Date: 6/30/2019

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

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PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. | Class IVB Treatment Licenses |

Item carried over from previous year - YES NO

2. | Attend UMI |

Item carried over from previous year - YES NO

3. | |

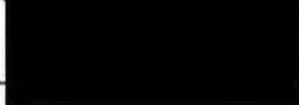
Item carried over from previous year - YES NO

4. | |

Item carried over from previous year - YES NO

Supervisor's Signature: 

Date: 6/30/2019 |

Employee's Signature: 

Date: 7.12.19



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date:	11/1/19	Period of Evaluation:	10/29/18-10/29/19

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

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- 5 = SUPERIOR** - Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS					
	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3.5 </u>					

Comments:

██████ has a positive and cooperative attitude toward work assignments. ██████ has often offered to assist others or with tasks needed. ██████ deals with customers issues and co-workers well through communication. ██████ keeps on top of customer issues to stay prepared for potential calls.

BEHAVIOURAL TRAITS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3.6 </u>					

Comments:

████ works with others well and demonstrates consideration of others. █████ keeps █████ desk and the front office area very neat and organized. █████ is good at determining appropriate action for solutions regarding customer issues and does a good job of communicating these issues and know when to bring them to a supervisor level.

WORK HABITS

	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3.0 </u>			

Comments:

SUPERVISORY FACTORS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning and Organizing – Consider how well the employee plans and organizes work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: _____					

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Continue to assist with advancing the work order system	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Assist with the billing cycle change over from 2 cycles to 1 cycle	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment Focus on quality services and ways to determine measurements for quality	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Project/Objective/Special Assignment Cross train to broaden knowledge for backup of co-workers (movers, billing, leak adj, etc)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

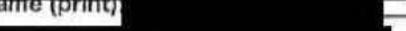
Comments:

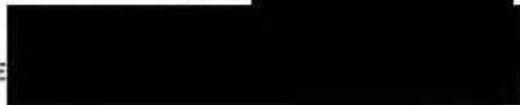
OVERALL PERFORMANCE						
	Supervisory	Non-Supervisory	Multipled by	Rating	=	Total Rating
Performance Factors	30%	40%	x	3.5	=	1.4
Behavioral Traits	30%	40%	x	3.6	=	1.44
Work Habits	15%	20%	x	3.0	=	0.6
Supervisory Factors	25%	N/A	x	N/A	=	N/A
Overall Rating	4.5 - 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.4

Comments:

SIGNATURES:

Supervisor:  Date: 11-4-19

Supervisor Name (print)  |

CE  Date: 11-4-2019 |

Comments: | |

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Signature  Date: 11-1-19

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. | Continue to assist with advancing of the work order system (i.e. Contribute to the improvement of work order flow/close out & follow up procedures) |

Item carried over from previous year - YES NO

2. | Reconcile monthly work order type via system to disconnects & reconnects reported to PSC |

Item carried over from previous year - YES NO

3. | Keep the record keeping of work orders and attachments within our Customer Information System up to date on a monthly basis |

Item carried over from previous year - YES NO

4. || Cross train to broaden knowledge for backup of co-workers.

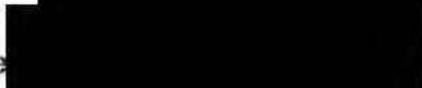
Item carried over from previous year - YES NO

Supervisor's Signature:



Date: 11-1-19

Employee's Signature



Date: 11-1-19



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last):			
Job Title:			
Supervisor Conducting Review:			
Date:	9/20/2019	Period of Evaluation:	9/20/2018 to 9/20/2019

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: A rating of (1) UNACCEPTABLE, (2) NEEDS IMPROVEMENT, (3) MEETS EXPECTATIONS, (4) EXCEEDS EXPECTATIONS, or (5) SUPERIOR. (1, 2, 4, & 5) requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by using check box next to the appropriate level of performance. 2. Any score other than a (3) requires comments by the supervisor.

The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = NEEDS IMPROVEMENT** - Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = MEETS EXPECTATIONS** - Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = EXCEEDS EXPECTATIONS** - Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = SUPERIOR** - Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u>3.75</u>					

Comments:

█████ has used █████ skills and abilities to excel. █████ job performance over the last year has been excellent and █████ knowledge of the system is growing every day. █████ has been working on water line extension projects and █████ managed to keep up with █████ other duties such as on call status, tickets, line locates and other daily activities. █████ attitude toward work assignments is always positive. █████ has no problem following the company's policies and rules. █████ has improved in keeping his work area clean and organized.

BEHAVIORAL TRAITS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u>3.6</u>					

Comments:

██████████ is a contributing team member and is always willing to lend a helping hand. ██████████ is very good at looking for improvements in ██████████ and the work assignments at OCWD. ██████████ easily changes as the procedure, environment, or duty changes. ██████████ is always willing to explore new ideas and suggestions to improve the work environment

WORK HABITS

	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> 3.0 </u>			

Comments:

SUPERVISORY FACTORS

	5- SUPERIOR	4- EXCEEDS EXPECTATIONS	3- MEETS EXPECTATIONS	2- NEEDS IMPROVEMENT	1- UNACCEPTABLE
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning and Organizing – Consider how well the employee plans and organizes work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score: <u> N/A </u>					

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Take the On-Call test to become a Service Worker #2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Obtain CDL and Obtain Drinking Water Distribution III License	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment Train in the Inventory/Distribution Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment PSC Certified Meter Tester	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments:

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. **PSC Certified Meter Tester**

Item carried over from previous year - YES NO

2. **Gain more knowledge of the distribution system, Treatment Plant, Inventory.**

Item carried over from previous year - YES NO

3. **Participate in the GIS system, by implementing and training in the Collector, Hydrant Flushing, Survey 123 and Line Leak Log**

Item carried over from previous year - YES NO

4. **Become more familiar with our Specs. To be able to fill in as an Inspector if needed**

Item carried over from previous year - YES NO

Supervisor's Signature

Date: 9/20/2019

Employee's Signature

Date: 9-27-19

Exhibit PH-2

2020 Interviews



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date:	07/29/2020	Period of Evaluation:	07/29/2019 - 07/29/2020

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: Ratings are 1 thru 5 to the nearest tenth using the rating scale below as a guide. Ratings that are 2.9 or lower and 4.0 or higher requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
----------------------------------	---

MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by rating the appropriate level of performance for each area reviewed. 2. Any score other than a (3.0 - 3.9) requires comments by the supervisor.
-----------------------------	---

The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = **UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = **NEEDS IMPROVEMENT** - Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = **MEETS EXPECTATIONS** - Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = **EXCEEDS EXPECTATIONS** - Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = **SUPERIOR** - Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee’s use of established techniques, materials and equipment as they relate to performance.	4.8
Quantity of Work – Consider the results of this employee’s efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	4.8
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	4.5
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	4.3
Section Score: 4.6	

Comments:

████ has exceptional job knowledge. ████ displays ████ technology skills by operating computer/software. ████ does a good job of managing several responsibilities simultaneously while still meeting deadlines. ████ is positive and cooperative towards work assignments and communicates well with customers and co-workers.

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	4.8
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	3.5
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	4.5
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	3.5
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	4.0
Section Score: 4.06	

Comments:

█████ contributes a great deal to our team and works well with others. █████ will bring ideas forward as things come up. █████ keeps █████ assigned area neat and organized. █████ has adapted to a variety of changes this past year with no issues. █████ often makes customer service decisions and refers to OCWD policies to make the best decision. █████ responds quickly to customer emails.

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
<p>Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.</p>	
<p>Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?</p>	
<p>Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.</p>	
<p>Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?</p>	
<p>Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?</p>	
<p>Section Score:</p>	

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. If circumstances exist that do not reflect the efforts of the employee's progress, satisfactory progress should be selected. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
<p>1. Project/Objective/Special Assignment</p> <p>Document step by step instructions for all billing procedures, not limited to, but including: preparing & loading meter reads, creating/processing bills, billing process in general, call messaging delinquent list, preparing cut-off list, CIE imports, updating postal address updates, etc.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>2. Project/Objective/Special Assignment</p> <p>Continue to manage the nResponse call messaging to our delinquent list and boil water notifications and any potential app notifications</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>3. Project/Objective/Special Assignment</p> <p>Play an integral part of software upgrade and outsourcing of bill printing services</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>4. Project/Objective/Special Assignment</p>	<input type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		
Comments:		

OVERALL PERFORMANCE

	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	37.5%	50%	x	4.6	=	2.3
Behavioral Traits	37.5%	50%	x	4.06	=	2.03
Supervisory Factors	25%	N/A	x	N/A	=	
Work Habits						
Projects/Objectives/Special Assignments						
Overall Rating	4.5 – 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.33

Comments:

█ does a great job and performs █ work well. █ is a very important part of the water company.

SIGNATURES

Supervisor: █ Date: 8/5/2020

Supervisor Name █

CE █ Date: 8/6/2020

Comments: | |

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Signature: █ Date: 8/6/20

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. | Create a checklist of tasks (daily, monthly, annually etc) to build on documenting work procedures. |

Item carried over from previous year - YES NO

2. | Play an integral part of software upgrade and outsourcing of bill printing services. |

Item carried over from previous year - YES NO

3. | |

Item carried over from previous year - YES NO

4. | |

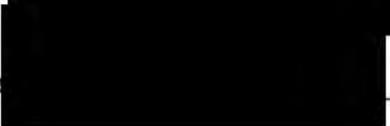
Item carried over from previous year - YES NO

Supervisor's Signature



Date: 8/6/20

Employee's Signature



Date: 8/6/20



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date:	3/22/20	Period of Evaluation:	3/22/19 to 3/22/20

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: Ratings are 1 thru 5 to the nearest tenth using the rating scale below as a guide. Ratings that are 2.9 or lower and 4.0 or higher requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
---------------------------	---

MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by rating the appropriate level of performance for each area reviewed. 2. Any score other than a (3.0 – 3.9) requires comments by the supervisor.
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The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = NEEDS IMPROVEMENT** – Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = MEETS EXPECTATIONS** – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = EXCEEDS EXPECTATIONS** – Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = SUPERIOR** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS	
	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	4.5
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	3.6
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	3.5
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	3.2
Section Score: 3.7	

Comments:

████████ Knowledge, Skills and Abilities allow ██████ to exceed the company's expectations. ██████ operates the equipment with extreme care, services the equipment as needed and still can manage ██████ daily workload. ██████ is very productive and meets all deadlines on or before schedule.

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	4.4
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	4.2
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	3.0
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	3.0
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	3.3
Section Score: 3.58	

Comments:

████████ is always willing to lend a helping hand. ████████ works well with all employees. ████████ takes ████████ job here seriously ████████ assumes responsibility for ████████ actions, makes suggestions for improvements and follows thru with those ideas.

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	4.0
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	3.0
Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	3.4
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	3.0
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	3.8
Section Score: 3.44	

Comments:

██████ is a natural leader; ██████ needs to continue to exercise that ability. ██████ management style serves as a role model to others.

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. If circumstances exist that do not reflect the efforts of the employee's progress, satisfactory progress should be selected. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Continue to Train on GIS Equipment to collect all new services, repairs, locates, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Improve Housekeeping/Organization in the Shop and Truck	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment Train other employees in the Field and on New Projects to include Inspector	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		
Comments:		

OVERALL PERFORMANCE						
	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	37.5%	50%	x	3.7	=	1.39
Behavioral Traits	37.5%	50%	x	3.58	=	1.34
Supervisory Factors	25%	N/A	x	3.44	=	.86
Work Habits						
Projects/Objectives/Special Assignments						
Overall Rating	4.5 – 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.59

Comments:

SIGNATURES:

Supervisor:  Date 3/22/20

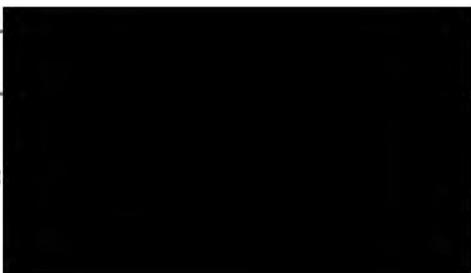
Supervisor Name (print): 

CE  Date: 4-1-2020

Comments: | |

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Signature:  Date: 4-1-20

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. **Continue to implement the collection of all new services, repairs, etc. and paperless work order system**

Item carried over from previous year - YES NO

2. **Improve Housekeeping/Organization in the Shop and Truck**

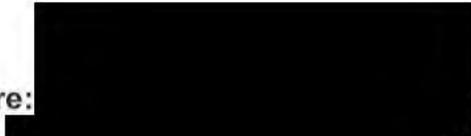
Item carried over from previous year - YES NO

3. **Train Field employees on New Projects to include Inspector and Specs**

Item carried over from previous year - YES NO

4. **Complete Work Zone Traffic Control Technician Qualification Course**

Item carried over from previous year - YES NO

Supervisor's Signature: 

Date: 3/22/20

Employee's Signature: 

Date: 4/1/20



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date: 8/22/2020	9/24/20	Period of Evaluation:	8/22/19 – 8/22/20

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: Ratings are 1 thru 5 to the nearest tenth using the rating scale below as a guide. Ratings that are 2.9 or lower and 4.0 or higher requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by rating the appropriate level of performance for each area reviewed. 2. Any score other than a (3.0 – 3.9) requires comments by the supervisor.

The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = **UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = **NEEDS IMPROVEMENT** - Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = **MEETS EXPECTATIONS** - Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = **EXCEEDS EXPECTATIONS** - Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = **SUPERIOR** - Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS	
	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	4.5
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	4.7
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	4.8
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	4.0
Section Score: 4.5	

Comments:

See page 6

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	4.8
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	4.9
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	4.5
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	4.5
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	3.9
Section Score: 4.52	

Comments:

See page 6

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

See page 6

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	5.0
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	4.1
Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	4.8
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	4.7
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	3.9
Section Score: 4.5	

Comments:

See page 6

Comments:

█████ knows █████ job very well and anything that is unfamiliar █████ is more than willing to learn.

█████ always completes █████ assignments without having to be prompted. █████ projects are always neat, and █████ work areas/truck are very clean.

█████ ability to perform █████ work timely is unprecedented, and █████ always has multiple projects to manage simultaneously.

█████ follows the rules and never complains about additional tasks ask of █████

█████ is always polite and is always willing to listen without complaint.

█████ ability to work well with others is exceptional. and █████ is always a team player.

█████ looks for ways to improve the OCWD over and above what should be required.

█████ always has the Districts best interest at heart, even when it requires more effort on █████ part. █████ ability to solve difficult problems make █████ an asset to this organization.

█████ uses very little sick time, gives extra time frequently.

█████ keeps is people working toward a common goal, and I believe they respect █████ but I believe they sometime take advantage of █████ good nature,

█████ should delegate more and require more from █████ people; █████ often completes assignments █████ rather than having the employee complete it. I know this is done to facilitate getting the work done on-time and properly, but I believe █████ should require █████ people to step up more.

█████ is always planning and if priorities change, █████ is willing to do whatever is required to make sure all jobs are completed timely.

█████ is a great role model for all employees, █████ direction is clear and concise. But sometimes █████ █████ employees so much they may expect it, when they should complete more tasks on their own.

OVERALL PERFORMANCE						
	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	37.5%	50%	x	4.5	=	1.69
Behavioral Traits	37.5%	50%	x	4.52	=	1.70
Supervisory Factors	25%	N/A	x	4.5	=	1.13
Work Habits						
Projects/Objectives/Special Assignments						
Overall Rating	4.5 – 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.52

Comments:

SIGNATURES:

Supervisor: _____ Date: 9/23/2020

Supervisor Name (print): _____

CEO: _____ Date: 9/22/2020

Comments: | |

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Signature: _____ Date: 9-24-2020

Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date:	8/5/20	Period of Evaluation:	8/5/19 to 8/5/20

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: Ratings are 1 thru 5 to the nearest tenth using the rating scale below as a guide. Ratings that are 2.9 or lower and 4.0 or higher requires comments.

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- 5 = SUPERIOR** - Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS	
	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	4.5
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	4.5
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	4.5
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	4.5
Section Score: 4.50	

Comments:

[REDACTED] has developed great problem-solving skills and rarely needs any assistance with assignments. [REDACTED] keeps [REDACTED] busy during times that I have not given [REDACTED] a specific task. When assigned tasks, they are always completed with great detail sooner than necessary. [REDACTED] is always willing to work in other departments when necessary. [REDACTED] keeps [REDACTED] truck organized; paperwork is always filled out correctly, turned in upon completion and follows all safety guidelines that I have talked to [REDACTED] about.

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	4.5
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	5.0
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	4.5
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	5.0
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	4.0
Section Score: 4.60	

Comments:

█████ stays in contact with most other field workers and offers to help during times that **█████** is not performing **█████** regular duties. **█████** started the Annual Reads program through Microsoft Power Apps. **█████** has maintained the performance of the program and consistently is reading meters with the App when not assigned to another task. **█████** keeps **█████** vehicle clean and organized, stocked full of most parts and tools that may be needed for most work-orders. I have full confidence that when I send **█████** a work-order, the job will be done correctly, the paperwork will be filled out correctly and will be turned back in immediately upon completion. **█████** has adapted well to the digital forms of communication that we are now using, including gaining **█████** apprenticeship hours through online meetings.

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	
Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	
Section Score: N/A	

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. If circumstances exist that do not reflect the efforts of the employee's progress, satisfactory progress should be selected. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. **Continue with the Ky Rural Water Apprenticeship Program, logging all hours in the field and classroom**

Item carried over from previous year - YES NO

2. **Continue to gain knowledge of the distribution system, treatment plant, inventory, and policies of OCWD**

Item carried over from previous year - YES NO

3. **Work towards becoming a Service Worker #2**

Item carried over from previous year - YES NO

4.

Item carried over from previous year - YES NO

Supervisor's Signature: _____

Date: 9-10-20

Employee's Signature: _____

Date: 9-10-20

Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :	[REDACTED]		
Job Title:	[REDACTED]		
Supervisor Conducting Review:	[REDACTED]		
Date:	7/24/20	Period of Evaluation:	7/24/19 to 7/24/20

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: Ratings are 1 thru 5 to the nearest tenth using the rating scale below as a guide. Ratings that are 2.9 or lower and 4.0 or higher requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by rating the appropriate level of performance for each area reviewed. 2. Any score other than a (3.0 – 3.9) requires comments by the supervisor.

The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = NEEDS IMPROVEMENT** – Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = MEETS EXPECTATIONS** – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = EXCEEDS EXPECTATIONS** – Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = SUPERIOR** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	3.5
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	3.0
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	3.5
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	3.0
Section Score: 3.25	

Comments:

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	3.3
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	3.0
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	3.0
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	3.2
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	3.8
Section Score: 3.26	

Comments:

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	3.0
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	3.0
Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	3.4
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	3.0
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	3.0
Section Score: 3.08	

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. If circumstances exist that do not reflect the efforts of the employee's progress, satisfactory progress should be selected. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
List from Previous Review 1. Project/Objective/Special Assignment Train with an Inspector to assist on projects. Making sure they follow our Specs and complete the project	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Train in the Treatment Plant to understand the MOR, Bac-T samples, Lead and Copper and the scheduled time to complete that task.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment Implement Bidding of Inventory Items to include organizing the inventory shelves, controlling the receiving a distributing to the field supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		
Comments:		

OVERALL PERFORMANCE						
	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	37.5%	50%	x	3.25	=	1.22
Behavioral Traits	37.5%	50%	x	3.26	=	1.22
Supervisory Factors	25%	N/A	x	3.08	=	.77
Work Habits						
Projects/Objectives/Special Assignments						
Overall Rating	4.5 - 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.21

Comments:

██████ is an asset to OCWD with ██████ knowledge in the field and treatment plant. ██████ does a good job with documentation of line leaks and all the paperwork that follows. ██████ is always willing to lend a helping hand.

SIGNATURE

Supervisor:

7-14-2020

Date: 7/24/20

Supervisor Name (print):

CE

Date:

8-17-2020

Comments: | |

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Sig

Date:

08/14/20

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. **Train with an Inspector to assist on projects. Making sure they follow our Specs and complete the project**

Item carried over from previous year - YES NO

2. **Train in the Treatment Plant to assist with MOR, BAC-T Samples, Lead and Copper and the schedule time to complete that task.**

Item carried over from previous year - YES NO

3. **Implement Bidding of Inventory to include organizing the shelves, controlling the receiving and distributing item to the field crews.**

Item carried over from previous year - YES NO

4. **Write an SOP for Disconnects, Flushing and Leak Detection**

Item carried over from previous year - YES NO

Supervisor's Signature:  Date: 8-14-20

Employee's Signature:  Date: 8-14-2020

Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date:	03/05/2020	Period of Evaluation:	03/05/2019 – 03/05/2020

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: Ratings are 1 thru 5 to the nearest tenth using the rating scale below as a guide. Ratings that are 2.9 or lower and 4.0 or higher requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
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MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by rating the appropriate level of performance for each area reviewed. 2. Any score other than a (3.0 – 3.9) requires comments by the supervisor.
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The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = **UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = **NEEDS IMPROVEMENT** – Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = **MEETS EXPECTATIONS** – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = **EXCEEDS EXPECTATIONS** – Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = **SUPERIOR** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	3.0
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	3.2
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	3.0
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	3.2
Section Score: 3.1	

Comments:

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	3.2
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	3.0
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	3.5
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	3.2
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	3.3
Section Score: 3.2	

Comments:

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Results in this section may be cause for a change to the overall score.

Comments:

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	
Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	
Section Score:	

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. If circumstances exist that do not reflect the efforts of the employee's progress, satisfactory progress should be selected. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Study the OCWD Tariffs to become familiar with our regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Learn the Work Order Procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment Post and deposit all incoming mail customer payments the day of receipt.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment Learn the cut off list procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

OVERALL PERFORMANCE						
	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	37.5%	50%	x	3.1	=	1.55
Behavioral Traits	37.5%	50%	x	3.2	=	1.6
Supervisory Factors	25%	N/A	x	N/A	=	-
Work Habits						-
Projects/Objectives/Special Assignments						-
Overall Rating	4.5 – 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.2

Comments:

██████ has become more comfortable making judgements to customer responses. ██████ has a great base knowledge of our procedures. ██████ communicates well with co-workers. I encourage ██████ to continue a team approach by leaning on ██████ co-workers when multiple customer contacts are received at once. ██████ does a good job making sure ██████ addresses our customers' needs.

SIGNATURE

Supervisor: ██████████

Date: 3/5/2020

Supervisor Name (print): ██████████

CE ██████████

Date: 3/6/2020

Comments: | |

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Signature: ██████████

Date: 3/6/20

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. **Increase involvement during cut-off procedures. Learn to lead process as a backup.**

Item carried over from previous year - YES NO

2. **Learn how to post credit card payments to customer accounts.**

Item carried over from previous year - YES NO

3. **Learn how to make adjustments to customer accounts.**

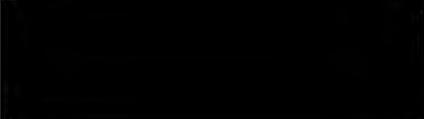
Item carried over from previous year - YES NO

4. **Utilize email daily to stay informed on customer communications (applications, questions, etc) via the front office email and credit card payments made (particularly during cut-off periods).**

Item carried over from previous year - YES NO

Supervisor's Signature: 

Date: 3/6/2020

Employee's Signature: 

Date: 3/6/20



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :	[REDACTED]		
Job Title:	[REDACTED]		
Supervisor Conducting Review:	[REDACTED]		
Date:	4/30/20	Period of Evaluation:	4/30/19 to 4/30/20

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: Ratings are 1 thru 5 to the nearest tenth using the rating scale below as a guide. Ratings that are 2.9 or lower and 4.0 or higher requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
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MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by rating the appropriate level of performance for each area reviewed. 2. Any score other than a (3.0 – 3.9) requires comments by the supervisor.
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The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = **UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = **NEEDS IMPROVEMENT** – Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = **MEETS EXPECTATIONS** – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = **EXCEEDS EXPECTATIONS** – Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = **SUPERIOR** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS	
	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	4.0
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	3.0
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	3.0
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	3.5
Section Score: 3.375	

Comments:

██████████ knowledge of the treatment process, Scada and distribution system allows ██████████ to exceed the companies' expectations.

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	3.0
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	2.5
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	3.0
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	3.0
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	3.0
Section Score: 2.9	

Comments:

██████ needs to take ownership of ██████ responsibilities on line breaks from turn valves, flushing, pulling samples and getting them to the lab. ██████ has a lot of good ideas and knows what to do, ██████ needs to express those ideas.

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	
Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	
Section Score: N/A	

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. If circumstances exist that do not reflect the efforts of the employee's progress, satisfactory progress should be selected. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Continue to participate in manual work situations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Continue to gain mechanical knowledge of the plant and the new monitoring systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment Continue to participate in GIS, Collector and Hydrant Flushing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment Run Generators at Plant	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. **Participate in Line Breaks**

Item carried over from previous year - YES NO

2. **Continue to gain knowledge of the mechanical part of the Treatment Plant to include running generators @ Plant**

Item carried over from previous year - YES NO

3. **Participate in GIS System, Field Comms, Collector, Flushing**

Item carried over from previous year - YES NO

4. **Update Sample Sites and Apply for Additional Testing Sites**

Item carried over from previous year - YES NO

Supervisor's Signature: _____

Date: 4/30/20

Employee's Signature: _____

Date: 5/15/2020



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date:	10/24/20	Period of Evaluation:	10/24/19 to 10/24/20

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: Ratings are 1 thru 5 to the nearest tenth using the rating scale below as a guide. Ratings that are 2.9 or lower and 4.0 or higher requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by rating the appropriate level of performance for each area reviewed. 2. Any score other than a (3.0 – 3.9) requires comments by the supervisor.

The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = NEEDS IMPROVEMENT** – Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = MEETS EXPECTATIONS** – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = EXCEEDS EXPECTATIONS** – Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = SUPERIOR** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	3.0
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	3.0
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	3.2
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	3.0
Section Score: 3.05	

Comments:

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	3.1
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	3.0
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	3.2
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	3.0
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	3.0
Section Score: 3.0	

Comments:

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
<p>Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.</p>	
<p>Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?</p>	
<p>Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.</p>	
<p>Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?</p>	
<p>Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?</p>	
<p>Section Score: N/A</p>	

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. If circumstances exist that do not reflect the efforts of the employee's progress, satisfactory progress should be selected. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Fence Clearing and Painting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment On Call and Weekend Duty	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		
Comments:		

OVERALL PERFORMANCE

	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	37.5%	50%	x	3.05	=	1.53
Behavioral Traits	37.5%	50%	x	3.06	=	1.53
Supervisory Factors	25%	N/A	x	N/A	=	0
Work Habits						
Projects/Objectives/Special Assignments						
Overall Rating	4.5 – 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.06

Comments:

SIGNATURES:

Supervisor:  Date: 10/24/20

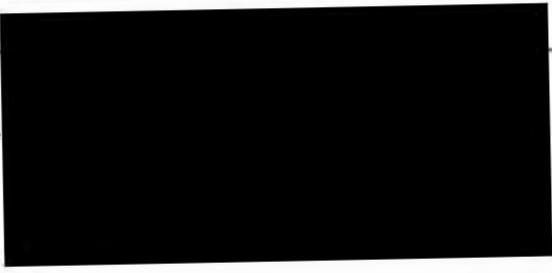
Supervisor Name (print): 

CEO:  Date: 11-10-2020

Comments: | |

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Signature:  Date: 11/9/2020

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. Fence Painting

Item carried over from previous year - YES NO

2. Indoor maintenance projects as needed in maintenance

Item carried over from previous year - YES NO

3. Continue Clearing Property Fences to allow access to mow on both sides

Item carried over from previous year - YES NO

4. | |

Item carried over from previous year - YES NO

Supervisor's Signature: 

Date: _____

Employee's Signature: 

Date: 11/9/2020

Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date:	4/23/20	Period of Evaluation:	4/23/19 to 4/23/20

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: Ratings are 1 thru 5 to the nearest tenth using the rating scale below as a guide. Ratings that are 2.9 or lower and 4.0 or higher requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
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MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by rating the appropriate level of performance for each area reviewed. 2. Any score other than a (3.0 – 3.9) requires comments by the supervisor.
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The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = NEEDS IMPROVEMENT** – Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = MEETS EXPECTATIONS** – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = EXCEEDS EXPECTATIONS** – Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = SUPERIOR** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS	
	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	4.0
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	3.0
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	2.0
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	3.0
Section Score: 3.0	

Comments:

██████ has the knowledge and skills to complete most jobs at a higher level. ██████ does an excellent job with ██████ assigned jobs and the amount of work ██████ gets done is in a timely manner; however, ██████ does not always demonstrate those abilities, ██████ struggles with understanding all work rules and policies. ██████ needs to pay more attention to details.

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	4.0
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	2.0
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	2.0
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	3.0
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	3.0
Section Score: 2.8	

Comments:

██████ is a true team member and works well with other employees. ██████ needs to work on being more independent and complete the work without being told to go back and finish. ██████ needs to work on keeping ██████ work area clean, neat and organized this includes paperwork. ██████ is showing some improvements in the last few months.

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	
Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	
Section Score: N/A	

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. If circumstances exist that do not reflect the efforts of the employee's progress, satisfactory progress should be selected. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment <u>Gain more knowledge of the distribution system, Treatment Plant, Inventory and the policies/procedures of OCWD.</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Participate in the GIS system, by implementing and training in the Collector, Hydrant Flushing, Survey 123 and Workforce Work Order system	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment Work toward become a ██████████	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment Get CDL	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Results in this section may be cause for a change to the overall score.

Comments:

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. | **Continue to gain knowledge of the distribution system, treatment plant, inventory, and policies of OCWD** |

Item carried over from previous year - YES NO

2. | **Participate in the GIS Collection System, Collector, Survey 123, Field Comms, Flushing etc.** |

Item carried over from previous year - YES NO

3. | **Become a [REDACTED]** |

Item carried over from previous year - YES NO

4. | **Get CDL** |

Item carried over from previous year - YES NO

Supervisor's Signature: [REDACTED]

Date: 4/23/20

Employee's Signature: [REDACTED]

Date: 5-15-20



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date:	7/13/20	Period of Evaluation:	7/13/19 to 7/13/20

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: Ratings are 1 thru 5 to the nearest tenth using the rating scale below as a guide. Ratings that are 2.9 or lower and 4.0 or higher requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
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MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by rating the appropriate level of performance for each area reviewed. 2. Any score other than a (3.0 – 3.9) requires comments by the supervisor.
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The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = **UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = **NEEDS IMPROVEMENT** – Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = **MEETS EXPECTATIONS** – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = **EXCEEDS EXPECTATIONS** – Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = **SUPERIOR** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	3.7
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	3.4
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	3.3
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	3.0
Section Score: 3.35	

Comments:

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	3.0
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	3.6
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	3.7
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	3.2
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	3.0
Section Score: 3.3	

Comments:

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	
Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	
Section Score: N/A	

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. If circumstances exist that do not reflect the efforts of the employee's progress, satisfactory progress should be selected. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Pursue GISP Certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Organize Paper Maps in Drawers and Create a Printed Index	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		
Comments:		

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. **Organize Paper Maps in Drawers and Create a Printed Index**

Item carried over from previous year - YES NO

2. **Implement a Scan Program for Paper Maps**

Item carried over from previous year - YES NO

3. **Provide a Monthly Report for Field Comms Archived**

Item carried over from previous year - YES NO

4. **Write an SOP for Field Comm Collection**

Item carried over from previous year - YES NO

Supervisor's Signature: 

Date: 8-17-2020

Employee's Signature: 

Date: 8/14/2020

Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date:	6/3/20	Period of Evaluation:	6/1/2019 – 5/31/2020

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: Ratings are 1 thru 5 to the nearest tenth using the rating scale below as a guide. Ratings that are 2.9 or lower and 4.0 or higher requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by rating the appropriate level of performance for each area reviewed. 2. Any score other than a (3.0 – 3.9) requires comments by the supervisor.

The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = **UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = **NEEDS IMPROVEMENT** – Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = **MEETS EXPECTATIONS** – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = **EXCEEDS EXPECTATIONS** – Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = **SUPERIOR** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS	
	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials, and equipment as they relate to performance.	5.0
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	4.7
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	5.0
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	4.7
Section Score: 4.85	

Comments:

- [REDACTED] knows [REDACTED] job very well and anything that is unfamiliar [REDACTED] is more than willing to learn.
- [REDACTED] always completes [REDACTED] assignments without having to be prompted.
- [REDACTED] ability to perform [REDACTED] work timely is unprecedented, and [REDACTED] always has multiple projects to manage simultaneously.
- [REDACTED] follows the rules and never complains about additional tasks ask of [REDACTED]
- [REDACTED] is always polite and is always willing to listen without complaint.

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	5.0
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	4.6
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	5.0
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	5.0
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	5.0
Section Score: 4.92	

Comments:

- [REDACTED] ability to work well with others is exceptional, and [REDACTED] is always a team player
- [REDACTED] looks for ways to improve the OCWD over and above what should be required
- [REDACTED] projects are always neat, and [REDACTED] work areas are kept neat and clean
- [REDACTED] has seen, participated in, implemented, and directed many changes in staff and operation of the District over the last year, [REDACTED] adjusts to change without complaint and is not afraid to make improvements, but does so in a polite and professional manor.
- [REDACTED] always has the Districts best interest at heart, even when it requires more effort on [REDACTED] part. [REDACTED] ability to solve difficult problems make [REDACTED] an asset to this organization.

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		
Comments:		

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	4.8
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	4.5
Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	4.8
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	4.8
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	5.0
Section Score: 4.78	

Comments:

- [REDACTED] keeps [REDACTED] people working toward a common goal, and I believe they have the upmost respect for [REDACTED]
- [REDACTED] is exceptional in planning and making sure items are completed on time. [REDACTED] is very valuable to me in this area. [REDACTED] is always planning and if priorities change, [REDACTED] is willing to do whatever is required to make sure all jobs are completed timely.
- [REDACTED] keeps me informed and up to date on the day to day operations in the office. [REDACTED] follows policy and expects [REDACTED] staff to do the same.
- There is no better role model in our company than [REDACTED] [REDACTED] is polite, professional, timely, and provides concise, consistent answers to employees with questions.

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. If circumstances exist that do not reflect the efforts of the employee's progress, satisfactory progress should be selected. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Create redundancy in your department by doing additional cross-training	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

Continue cross-training as much as possible.

OVERALL PERFORMANCE						
	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	37.5%	50%	x	4.85	=	1.82
Behavioral Traits	37.5%	50%	x	4.92	=	1.85
Supervisory Factors	25%	N/A	x	4.78	=	1.20
Work Habits						
Projects/Objectives/Special Assignments						
Overall Rating	4.5 – 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.87

Comments:

My thoughts on [REDACTED] performance are certainly reflected in this review, [REDACTED] continues to impress me with [REDACTED] ability to learn the water business and apply [REDACTED] skills, while very uncommon for someone to continue to rank this high [REDACTED] is undoubtedly the exception. [REDACTED] is a first-class representative for OCWD, and the information [REDACTED] provides is always accurate and timely, [REDACTED] leads by example, and is a very valuable asset to this organization. [REDACTED] is never satisfied with acceptable; [REDACTED] wants to go above and beyond. [REDACTED] continues to be praised by [REDACTED] peers, our Auditors, and Attorneys. Given the challenges put before us in the last several months with Covid-19, [REDACTED] has driven us to continue our efforts to make our customers and employees comfortable with technology in-order to provide the level of service expected. [REDACTED] attitude and demeanor make [REDACTED] subordinates want to please [REDACTED]

SIGNATURES:

CEO [REDACTED] Date: 6/3/2020

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Signature: [REDACTED] Date: 6/3/20



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date:	11/30/20	Period of Evaluation:	11/10/19 – 11/10/20

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: Ratings are 1 thru 5 to the nearest tenth using the rating scale below as a guide. Ratings that are 2.9 or lower and 4.0 or higher requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
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MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by rating the appropriate level of performance for each area reviewed. 2. Any score other than a (3.0 – 3.9) requires comments by the supervisor.
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The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = **UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = **NEEDS IMPROVEMENT** – Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = **MEETS EXPECTATIONS** – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = **EXCEEDS EXPECTATIONS** – Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = **SUPERIOR** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	4.5
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	4.5
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	5
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	4.2
Section Score: 4.55	

Comments:

█████ has the job knowledge and skills to perform █████ job. █████ does an excellent job managing multiple responsibilities simultaneously and meeting work schedules. █████ displays a positive, cooperative attitude toward work assignments/requirements consistently. █████ performs █████ tasks while considering the overall picture. █████ is a pleasure to work with. █████ does a great job dealing with customers, vendors and coworkers. █████ is very attentive to others and considerate of them with █████ communications.

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	4.8
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	4.6
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	3.0
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	4.2
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	4.5
Section Score: 4.22	

Comments:

■ works with co-workers extremely well and offers a lot of consideration to others while accomplishing ■ work assignments. ■ constantly looks for ways to improve and follows through on ■ tasks. ■ has adapted to many changes in procedures and ■ determines appropriate actions for solutions while following OCWD policies.

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	
Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	
Section Score:	

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. If circumstances exist that do not reflect the efforts of the employee's progress, satisfactory progress should be selected. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Complete the Utility Management Institute (UMI) courses	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Continue to cross-train and assist with cross training – replace Customer Service Reps as they work with each other	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

OVERALL PERFORMANCE						
	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	37.5%	50%	x	4.55	=	2.275
Behavioral Traits	37.5%	50%	x	4.22	=	2.11
Supervisory Factors	25%	N/A	x		=	
Work Habits						
Projects/Objectives/Special Assignments						
Overall Rating	4.5 – 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.38

Comments:

██████████ is very dependable and keeps OCWD at the heart of ██████████ decisions. I am happy to work with you and appreciate all your hard work and dedication.

SIGNATURES:

Supervisor: ██████████ _____ Date: 12/11/2020

Supervisor Name ██████████

CE ██████████ _____ Date: 12-11-2020

Comments: | |

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Signature ██████████ _____ Date: 12-11-2020

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. **Complete the Utility Management Institute (UMI) courses**

Item carried over from previous year - YES NO

2. **Stay up to date on procedures to provide backup of Customer Service Staff.**

Item carried over from previous year - YES NO

3. **Assist with changing software/billing services**

Item carried over from previous year - YES NO

4. | |

Item carried over from previous year - YES NO

Supervisor's Signature

Date: 12-11-2020

Employee's Sign

Date: 12-11-2020

Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date:	9/17/20	Period of Evaluation:	9/17/19 to 9/17/20

INSTRUCTIONS TO RATER

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- 5 = SUPERIOR** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS	
	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	4.3
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	3.4
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	3.3
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	3.4
Section Score: 3.60	

Comments:

[REDACTED] years of experience has developed [REDACTED] to be very knowledgeable of the Distribution System and Water Treatment Plant. [REDACTED] is skilled and uses techniques that allow [REDACTED] performance to exceed the company's expectations.

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	3.5
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	3.3
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	4.2
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	3.3
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	3.4
Section Score: 3.54	

Comments:

██████ is a true team member; █████ works well with other employees and is always willing to lend a helping hand. █████ keeps █████ truck neat and organized. █████ paperwork is complete precise and detailed.

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	3.3
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	3.6
Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	4.0
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	3.3
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	3.4
Section Score: 3.52	

Comments:

██████████
does a great job of delegating the workload to others and follows up with completion of the assignment. ██████████ sees the big picture and plans accordingly and organizes with others to complete the assignment.

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. If circumstances exist that do not reflect the efforts of the employee's progress, satisfactory progress should be selected. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Participate in training new employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Obtain Water Distribution License or Treatment License	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Project/Objective/Special Assignment Seek Safety Training Videos to Improve our Safety Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

OVERALL PERFORMANCE						
	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	37.5%	50%	x	3.60	=	1.35
Behavioral Traits	37.5%	50%	x	3.54	=	1.33
Supervisory Factors	25%	N/A	x	3.52	=	.88
Work Habits						
Projects/Objectives/Special Assignments						
Overall Rating	4.5 - 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.56

Comments:

██████████ is an asset to OCWD ██████████ knowledge and leadership is a contributor to ██████████ success.

SIGNATURE

Supervisor:

7/20

Supervisor Name (print):

CE

Date:

9-25-2020

Comments: | |

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Signat

Date:

9/25/20

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

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PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. **Participate in safety training new employees**

Item carried over from previous year - YES NO

2. **Seek Safety Training Videos to Improve our Safety Program**

Item carried over from previous year - YES NO

3. **Obtain Class III Distribution or Class IV Treatment License**

Item carried over from previous year - YES NO

4. **Continue with Safety Improvements at the Office and Plant.**

Item carried over from previous year - YES NO

Supervisor's Signature: _____

Date: 9-25-2020

Employee's Signature: _____

Date: 9/25/20

Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date:	9/4/20	Period of Evaluation:	9/4/19 to 9/4/20

INSTRUCTIONS TO RATER

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MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by rating the appropriate level of performance for each area reviewed. 2. Any score other than a (3.0 – 3.9) requires comments by the supervisor.

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- 5 = SUPERIOR** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	3.4
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	3.6
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	3.7
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	3.3
Section Score: 3.50	

Comments:

██████ has had a good year at OCWD, █████ is gaining knowledge daily. █████ has become very familiar with the distribution mains due to all the line locates. █████ has an excellent attitude toward work assignments, █████ has work in multiple departments this year and has excelled in all of █████ also works safely. █████ has no problem following the company's rules and policies.

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	3.4
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	3.5
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	3.5
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	3.7
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	3.4
Section Score: 3.50	

Comments:

██████ keeps █████ work area clean and organized. █████ has Strong Organizational Skills. █████ paperwork is neat and has details of the work that was done.

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		
Comments:		

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	
Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	
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Section Score: N/A	

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

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List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Gain more knowledge of the distribution system, Treatment Plant, Inventory.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Participate in the GIS system, by implementing and training in the Collector, Hydrant Flushing, Survey 123 and Line Leak Log	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment Work toward become a Service Worker #2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

OVERALL PERFORMANCE						
	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	37.5%	50%	x	3.50	=	1.75
Behavioral Traits	37.5%	50%	x	3.50	=	1.75
Supervisory Factors	25%	N/A	x	N/A	=	0
Work Habits						
Projects/Objectives/Special Assignments						
Overall Rating	4.5 – 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.50

Comments:

SIGNATURES

Supervisor: _____

Date: 9/25/20

Supervisor Name (print): _____

CEO: _____

Date: 9-25-2020

Comments: | |

TO THE EMPLOYEE:

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Employee Signature: _____

Date: 9/25/20

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

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PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. **Gain more knowledge of the distribution system, Treatment Plant, Inventory. With an emphasis on Inventory Process**

Item carried over from previous year - YES NO

2. **Continue to participate in the GIS Systems**

Item carried over from previous year - YES NO

3. **Take the Service Worker #2 Test**

Item carried over from previous year - YES NO

4. **Certified Meter Tester**

Item carried over from previous year - YES NO

Supervisor's Signature: 

Date: 9-25-20

Employee's Signature: 

Date: 9/25/20



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date:	12/31/20	Period of Evaluation:	12/31/19 to 12/31/20

INSTRUCTIONS TO RATER

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NOTE: Ratings are 1 thru 5 to the nearest tenth using the rating scale below as a guide. Ratings that are 2.9 or lower and 4.0 or higher requires comments.

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DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by rating the appropriate level of performance for each area reviewed. 2. Any score other than a (3.0 – 3.9) requires comments by the supervisor.

The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = UNACCEPTABLE - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = NEEDS IMPROVEMENT – Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = MEETS EXPECTATIONS – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = EXCEEDS EXPECTATIONS – Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = SUPERIOR – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee’s use of established techniques, materials and equipment as they relate to performance.	3.2
Quantity of Work – Consider the results of this employee’s efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	4.0
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	3.0
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	3.0
Section Score: 3.30	

Comments:

Always completing assigned tasks ahead of schedule and taking on additional work from other departments as well. Examples include taking care of equipment like trucks and machinery when requested. Many painting projects taken on and finished.

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	3.0
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	4.0
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	3.2
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	3.0
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	3.0
Section Score: 3.24	

Comments:

Employee always adding to routine and contributing to resolve problems.

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	
Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	
Section Score: N/A	

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. If circumstances exist that do not reflect the efforts of the employee's progress, satisfactory progress should be selected. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Update Treatment Plant Restroom	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Well Field Generator Project	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment Greenhaven #3 Breaker Repair	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		
Comments:		

OVERALL PERFORMANCE						
	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	37.5%	50%	x	3.30	=	1.65
Behavioral Traits	37.5%	50%	x	3.24	=	1.62
Supervisory Factors	25%	N/A	x	N/A	=	0
Work Habits						
Projects/Objectives/Special Assignments						
Overall Rating	4.5 – 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.27

Comments:

SIGNATURES:

Supervisor: 

Date: 3/26-21
12/31/20

Supervisor Name (print): 

CEO:  Date:

Comments: | |

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Signature: 

Date: 3/26/21

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. | |

Item carried over from previous year - YES NO

2. | |

Item carried over from previous year - YES NO

3. | |

Item carried over from previous year - YES NO

4. | |

Item carried over from previous year - YES NO

Supervisor's Signature: _____ **Date:** _____

Employee's Signature: _____ **Date:** _____



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date:	6/30/20	Period of Evaluation:	6/30/19 to 6/30/20

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: Ratings are 1 thru 5 to the nearest tenth using the rating scale below as a guide. Ratings that are 2.9 or lower and 4.0 or higher requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

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The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

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- 5 = **SUPERIOR** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee’s use of established techniques, materials and equipment as they relate to performance.	4.2
Quantity of Work – Consider the results of this employee’s efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	3.8
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	3.2
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	3.0
Section Score: 3.55	

Comments:

████████████████████ knowledgeable of the operations at OCWD continues to improve daily, ██████████ skill and ability allows ██████████ to exceed the company’s expectations. ██████████ holds ██████████ & ██████████ team accountable and to a higher standard. ██████████ is well prepared and can manage several jobs at one time.

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	3.3
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	4.2
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	3.8
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	3.7
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	3.2
Section Score: 3.64	

Comments:

██████████ is full of initiative, ██████████ is always trying to improve ██████████ ██████████ team and the company. Travis has ██████████ work area organized and neat, ██████████ paperwork is accurate and complete.

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	3.8
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	3.3
Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	3.7
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	3.2
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	3.8
Section Score: 3.56	

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. If circumstances exist that do not reflect the efforts of the employee's progress, satisfactory progress should be selected. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Class IVB Treatment Licenses	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Attend UMI	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

OVERALL PERFORMANCE						
	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	37.5%	50%	x	3.55	=	1.33
Behavioral Traits	37.5%	50%	x	3.64	=	1.37
Supervisory Factors	25%	N/A	x	3.56	=	.890
Work Habits						
Projects/Objectives/Special Assignments						
Overall Rating	4.5 – 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.59

Comments:

██████████ is very knowledgeable, hardworking leader, always willingly to help others and is an asset to OCWD

SIGNATURES:

Supervisor: ██████████

8-14-2020

Date: 6/30/20

Supervisor Name (print): ██████████

C ██████████

Date: 8-17-2020

Comments: | |

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Signature ██████████

Date: 8-14-20

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. **Class IVB Treatment License and Attend UMI**

Item carried over from previous year - YES NO

2. **Write an SOP for Reading Meters, Final & Leave On and Final & Lock**

Item carried over from previous year - YES NO

3. **Take Kentucky 811 Web Ticket Entry Online Class**

Item carried over from previous year - YES NO

4. **Provide a Monthly Report for Meters Tested, Changed Out and Annual Reads**

Item carried over from previous year - YES NO

Supervisor's Signature:

[Redacted Signature]

Date: 3-14-2020

Employee's Signature:

[Redacted Signature]

Date: 8-14-20



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date:	11/9/2020	Period of Evaluation:	10/29/2019 – 10/29/2020

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: Ratings are 1 thru 5 to the nearest tenth using the rating scale below as a guide. Ratings that are 2.9 or lower and 4.0 or higher requires comments.

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DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
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MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by rating the appropriate level of performance for each area reviewed. 2. Any score other than a (3.0 – 3.9) requires comments by the supervisor.
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The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = **UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
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- 5 = **SUPERIOR** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS	
	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	3.4
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	3.5
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	4.0
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	3.5
Section Score: 3.6	

Comments:

████████ pitches in and helps with assignments willingly and wants to follow the rules/policies required.

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	4.0
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	3.5
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	4.0
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	3.4
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	3.4
Section Score: 3.66	

Comments:

█████ expresses █████ willingness to contribute to the needs of OCWD. █████ is very considerate when communicating █████ personal time off requests. █████ keeps █████ work neat and organized.

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Results in this section may be cause for a change to the overall score.

Comments:

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	
Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	
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Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	
Section Score:	

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. If circumstances exist that do not reflect the efforts of the employee's progress, satisfactory progress should be selected. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Continue to assist with advancing the work order system (i.e. Contribute to the improvement of work order flow/close out & follow up procedures)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Reconcile monthly work order type via system to disconnects & reconnects reported to PSC	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment Keep the record keeping of work orders and attachments within our Customer Information System up to date on a monthly basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment Cross train to broaden knowledge for backup of coworkers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

OVERALL PERFORMANCE						
	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	37.5%	50%	x	3.6	=	1.8
Behavioral Traits	37.5%	50%	x	3.66	=	1.83
Supervisory Factors	25%	N/A	x	N/A	=	N/A
Work Habits						
Projects/Objectives/Special Assignments						
Overall Rating	4.5 - 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.6

Comments:

It's a pleasure to work with [REDACTED] has the organization's best interest in mind and works well with our team.

SIGNATURES:

Supervisor: [REDACTED] Date: 11/6/2020

Supervisor Name (print): [REDACTED]

CEO: [REDACTED] Date: 11-10-2020

Comments: | |

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Signature: [REDACTED] Date: 11-9-20

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. | **Continue to improve work order system (work flow, close out & follow up and attachments, etc)** |

Item carried over from previous year - YES NO

2. | **Reconcile monthly work order type via system report to disconnect and reconnects reported to PSC.** |

Item carried over from previous year - YES NO

3. | |

Item carried over from previous year - YES NO

4. | |

Item carried over from previous year - YES NO

Supervisor's Signature:



Date: 11/9/2020

Employee's Signature:



Date: 11-9-20

Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date:	9/20/20	Period of Evaluation:	9/20/19 to 9/20/20

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

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- 5 = SUPERIOR** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee’s use of established techniques, materials and equipment as they relate to performance.	3.8
Quantity of Work – Consider the results of this employee’s efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	3.7
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	3.5
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	3.3
Section Score: 3.58	

Comments:

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	4.0
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	3.5
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	3.0
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	3.5
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	3.4
Section Score: 3.48	

Comments:

[REDACTED] is a contributing team member and is always willing to lend a helping hand.
[REDACTED] is always willing to explore new ideas and suggestions to improve the work environment

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	
Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	
Section Score: N/A	

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. If circumstances exist that do not reflect the efforts of the employee's progress, satisfactory progress should be selected. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
List from Previous Review 1. Project/Objective/Special Assignment PSC Certified Meter Tester	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Gain more knowledge of the distribution system, Treatment Plant, Inventory.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment Participate in the GIS system, by implementing and training in the Collector, Hydrant Flushing, Survey 123 and Line Leak Log	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment Become more familiar with our Specs. To be able to fill in as an Inspector if needed	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Results in this section may be cause for a change to the overall score.

Comments:

OVERALL PERFORMANCE

	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	37.5%	50%	x	3.58	=	1.79
Behavioral Traits	37.5%	50%	x	3.48	=	1.74
Supervisory Factors	25%	N/A	x	N/A	=	0
Work Habits						
Projects/Objectives/Special Assignments						
Overall Rating	4.5 – 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.53

Comments:

SIGNATURES:

Supervisor: _____

Date: 9/20/20

Supervisor Name (print): _____

CE _____

Date: 9-25-2020

Comments: | |

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee _____

Date: 9-25-20

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. | **PSC Certified Meter Tester** |

Item carried over from previous year - YES NO

2. | **Continue to Gain Knowledge of Distribution System and Treatment Plant.** |

Item carried over from previous year - YES NO

3. | **Continue Participating in the GIS system** |

Item carried over from previous year - YES NO

4. | **Become more Familiar with OCWD Specs, to allow you to fill in as an Inspector.** |

Item carried over from previous year - YES NO

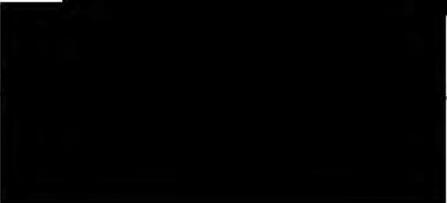
Supervisor's Signature:



Date:

9-25-20

Employee's Signature:



Date:

9-25-20

Exhibit PH-2

2021 Interviews



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date:	09/2/2021	Period of Evaluation:	07/29/2020 – 07/29/2021

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: Ratings are 1 thru 5 to the nearest tenth using the rating scale below as a guide. Ratings that are 2.9 or lower and 4.0 or higher requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
---------------------------	---

MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by rating the appropriate level of performance for each area reviewed. 2. Any score other than a (3.0 – 3.9) requires comments by the supervisor.
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The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = **UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = **NEEDS IMPROVEMENT** – Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = **MEETS EXPECTATIONS** – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = **EXCEEDS EXPECTATIONS** – Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = **SUPERIOR** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	4.5
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	4.2
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	4.5
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	4.0
Section Score: 4.3	

Comments:

█ exhibits excellent job knowledge. █ meets all billing related deadlines and manages multiple responsibilities simultaneously. █ displays a positive attitude and follows OCWD policies. █ interacts with customers well both orally and in writing.

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	4.3
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	3.5
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	3.5
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	4.0
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	4.3
Section Score: 3.92	

Comments:

█ cooperates with co-workers well and is pleasant. █ does a great job at analyzing problems and bringing appropriate items to attention. █ has shown █ adaptability through all the changes that have taken place over the year.

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	
Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	
Section Score:	

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. If circumstances exist that do not reflect the efforts of the employee's progress, satisfactory progress should be selected. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Create a checklist of tasks (daily, monthly, annually etc) to build on documenting work procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Play an integral part of software upgrade and outsourcing of bill printing services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

OVERALL PERFORMANCE						
	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	37.5%	50%	x	4.3	=	2.15
Behavioral Traits	37.5%	50%	x	3.92	=	1.96
Supervisory Factors	25%	N/A	x		=	
Work Habits						
Projects/Objectives/Special Assignments						
Overall Rating	4.5 – 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.11

Comments:

█ is an active listener which shows through █ interaction with customers on a daily basis. I appreciate the effort, communication and problem solving you put into your position here at OCWD.

SIGNATURES:

Supervisor: █ Date: 9/2/2021

Supervisor Name (print): █
 C █ Date: |

Comments: | |

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

 Employee Signature █ Date: 9/2/21

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. | **Play an integral part of software upgrade and outsourcing of bill printing services** |

Item carried over from previous year - YES NO

2. | **Continue to problem solve customer situations and how to reflect them in our system for tracking purposes.** |

Item carried over from previous year - YES NO

3. | |

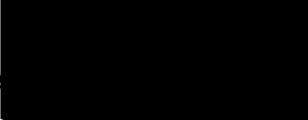
Item carried over from previous year - YES NO

4. | |

Item carried over from previous year - YES NO

Supervisor's Signature: 

Date: 9/2/21 |

Employee's Signature: 

Date: 9/2/21



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last)			
Job Title:			
Supervisor Conducting Review:			
Date:	3/22/21	Period of Evaluation:	3/22/20 to 3/22/21

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: Ratings are 1 thru 5 to the nearest tenth using the rating scale below as a guide. Ratings that are 2.9 or lower and 4.0 or higher requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources. 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by rating the appropriate level of performance for each area reviewed. 2. Any score other than a (3.0 – 3.9) requires comments by the supervisor.

The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. *Immediate improvement* required to maintain employment.
- 2 = NEEDS IMPROVEMENT** – Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = MEETS EXPECTATIONS** – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = EXCEEDS EXPECTATIONS** – Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = SUPERIOR** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS	
	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	4.5
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	3.7
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	3.0
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	3.4
Section Score: 3.65	

Comments:

████████ Knowledge, Skills and Abilities allow ██████ to exceed the company's expectations. ██████ operates the equipment with extreme care, services the equipment as needed and still can manage ██████ daily workload. ██████ is very productive and meets all deadlines on or before schedule.

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	4.4
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	4.2
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	2.6
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	3.0
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	3.7
Section Score: 3.58	

Comments:

██████ is always willing to lend a helping hand sometimes too much, ██████ needs to train others so they will become more independent and will not relay on ██████ ██████ works well with all employees. ██████ could improve on neatness/organization. I would like to see ██████ work area stay clean and complete ██████ paperwork at a more timely manner.

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	4.0
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	3.0
Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	3.5
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	3.0
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	3.8
Section Score: 3.46	

Comments:

██████ is a natural leader; ██████ needs to continue to exercise that ability. ██████ management style serves as a role model to others.

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. If circumstances exist that do not reflect the efforts of the employee's progress, satisfactory progress should be selected. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Continue to Train on GIS Equipment to collect all new services, repairs, locates, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Improve Housekeeping/Organization in the Shop and Truck	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment Train other employees in the Field and on New Projects to include Inspector	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>

Results in this section may be cause for a change to the overall score.

Comments:

OVERALL PERFORMANCE

	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	37.5%	50%	x	3.65	=	1.37
Behavioral Traits	37.5%	50%	x	3.58	=	1.34
Supervisory Factors	25%	N/A	x	3.46	=	.87
Work Habits						
Projects/Objectives/Special Assignments						
Overall Rating	4.5 – 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.58

Comments:

SIGNATURE

Supervisor: 

Date: 4/7/2021

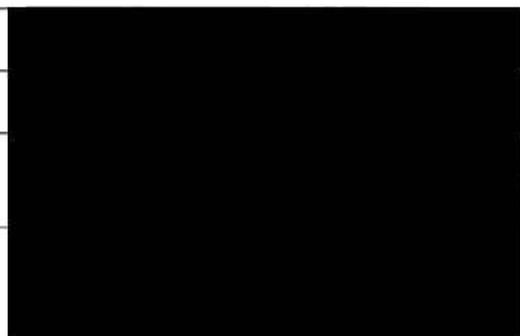
Supervisor Name (print): 

Date: 4-16-2021

Comments: | |

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Signature: 

Date: _____

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. **Continue to implement the collection of all new services, repairs, etc. and paperless work order system**

Item carried over from previous year - YES NO

2. **Improve Housekeeping/Organization in the Shop and Truck**

Item carried over from previous year - YES NO

3. **Train Field employees on New Projects to include Inspector and Specs**

Item carried over from previous year - YES NO

4. **Complete Work Zone Traffic Control Technician Qualification Course**

Item carried over from previous year - YES NO

Supervisor's Signature

Date: 4/7/21

Employee's Signature

Date: _____



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date: 8/22/2020	9/10/21	Period of Evaluation:	8/22/20 – 8/22/21

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: Ratings are 1 thru 5 to the nearest tenth using the rating scale below as a guide. Ratings that are 2.9 or lower and 4.0 or higher requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by rating the appropriate level of performance for each area reviewed. 2. Any score other than a (3.0 – 3.9) requires comments by the supervisor.

The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. *Immediate improvement required to maintain employment.*
- 2 = NEEDS IMPROVEMENT** – Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = MEETS EXPECTATIONS** – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = EXCEEDS EXPECTATIONS** – Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = SUPERIOR** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee’s use of established techniques, materials and equipment as they relate to performance.	4.5
Quantity of Work – Consider the results of this employee’s efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	4.7
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	4.8
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	4.0
Section Score: 4.5	

Comments:

See page 6

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	4.8
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	4.9
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	4.5
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	4.5
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	3.9
Section Score: 4.52	

Comments:

See page 6

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

See page 6

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	5.0
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	4.1
Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	4.8
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	4.7
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	3.9
Section Score: 4.5	

Comments:

See page 6

Comments:

█████ knows █████ job very well and anything that is unfamiliar █████ is more than willing to learn.

█████ always completes █████ assignments without having to be prompted. █████ projects are always neat, and █████ work areas/truck are very clean.

█████ ability to perform █████ work timely is unprecedented, and █████ always has multiple projects to manage simultaneously.

█████ follows the rules and never complains about additional tasks ask of █████

█████ is always polite and is always willing to listen without complaint.

█████ ability to work well with others is exceptional. and █████ is always a team player.

█████ looks for ways to improve the OCWD over and above what should be required.

█████ always has the Districts best interest at heart, even when it requires more effort on █████ part. █████ ability to solve difficult problems make █████ an asset to this organization.

█████ uses very little sick time, gives extra time frequently.

█████ keeps is people working toward a common goal, and I believe they respect █████ but I believe they sometime take advantage of █████ good nature,

█████ should continue to delegate more and require more from █████ people; █████ often completes assignments █████ rather than having the employee complete it. I know this is done to facilitate getting the work done on-time and properly, but I believe █████ should require █████ people to step up more.

█████ is always planning and if priorities change, █████ is willing to do whatever is required to make sure all jobs are completed timely.

█████ is a great role model for all employees, █████ direction is clear and concise. But sometimes █████ helps █████ employees so much they may expect it, when they should complete more tasks on their own.

OVERALL PERFORMANCE

	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	37.5%	50%	x	4.5	=	1.69
Behavioral Traits	37.5%	50%	x	4.52	=	1.70
Supervisory Factors	25%	N/A	x	4.5	=	1.13
Work Habits						
Projects/Objectives/Special Assignments						
Overall Rating	4.5 – 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.52

Comments:

SIGNATURES:

Supervisor: _____ Date: 9/10/2021

Supervisor Name (print): _____

CEO: _____ Date: 9/10/2021

Comments: | |

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Signature: _____ Date: 9-10-21



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date:	8/5/21	Period of Evaluation:	8/5/20 to 8/5/21

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: Ratings are 1 thru 5 to the nearest tenth using the rating scale below as a guide. Ratings that are 2.9 or lower and 4.0 or higher requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources. 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
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MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by rating the appropriate level of performance for each area reviewed. 2. Any score other than a (3.0 – 3.9) requires comments by the supervisor.
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The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. *Immediate improvement* required to maintain employment.
- 2 = NEEDS IMPROVEMENT** – Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = MEETS EXPECTATIONS** – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = EXCEEDS EXPECTATIONS** – Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = SUPERIOR** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee’s use of established techniques, materials and equipment as they relate to performance.	3.5
Quantity of Work – Consider the results of this employee’s efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	2.9
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	3.4
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	3.7
Section Score: 3.375	

Comments:

█████ is a good worker once on the jobsite but has difficulty managing █████ time at the beginning of the day when everyone is getting equipment and materials loaded up. I would also like to see █████ work on █████ time/work practices when not under Direct supervision.

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	3.5
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	2.9
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	4.2
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	3.5
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	3.8
Section Score: 3.58	

Comments:

████ works well with co-workers and supervisors but doesn't seem to want to assume any extra responsibility. On the flip side █ shows good judgment during emergency situations and is always willing to jump in and assist. █████ work area is neat and organized, █ paperwork is precise and accurate.

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	
Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	
Section Score: N/A	

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. If circumstances exist that do not reflect the efforts of the employee's progress, satisfactory progress should be selected. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
List from Previous Review 1. Project/Objective/Special Assignment Continue with the Ky Rural Water Apprenticeship Program, logging all hours in the field and classroom	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Continue to gain knowledge of the distribution system, treatment plant, inventory, and policies of OCWD	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment Work towards becoming a [REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

OVERALL PERFORMANCE						
	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	37.5%	50%	x	3.375	=	1.69
Behavioral Traits	37.5%	50%	x	3.58	=	1.79
Supervisory Factors	25%	N/A	x	N/A	=	0
Work Habits						
Projects/Objectives/Special Assignments						
Overall Rating	4.5 – 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.48

Comments:

█

SIGNATURE

█

Supervisor:

10-15-21
Date: 8/5/21

Supervisor Name (print):

█

C

█

Date: 10-18-2021

Comments: []

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

█

Employee S

Date: 10-15-21

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. **Continue to gain knowledge of the distribution system, treatment plant, inventory, and policies of OCWD**

Item carried over from previous year - YES NO

2. **Work towards becoming a [REDACTED]**

Item carried over from previous year - YES NO

3. [REDACTED]

Item carried over from previous year - YES NO

4. [REDACTED]

Item carried over from previous year - YES NO

Supervisor's Signature: [REDACTED] Date: 10-15-21

Employee's Signature: [REDACTED] Date: 10-15-21



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date:	7/24/21	Period of Evaluation:	7/24/20 to 7/24/21

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: Ratings are 1 thru 5 to the nearest tenth using the rating scale below as a guide. Ratings that are 2.9 or lower and 4.0 or higher requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
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MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by rating the appropriate level of performance for each area reviewed. 2. Any score other than a (3.0 – 3.9) requires comments by the supervisor.
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The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = NEEDS IMPROVEMENT** – Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = MEETS EXPECTATIONS** – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = EXCEEDS EXPECTATIONS** – Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = SUPERIOR** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS	
	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	4.0
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	3.0
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	3.5
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	3.5
Section Score: 3.50	

Comments:

█ experience has paid off. █ is very knowledgeable in the distribution field and does an excellent job keeping all line locates caught up. █ skills and abilities exceed the companies' expectations.

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	3.7
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	3.0
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	3.0
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	3.7
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	4.1
Section Score: 3.50	

Comments:

██████ has a great sense of judgement. ██████ considers the best way to repair the problem and is always thinking of the customers, attempting to reduce the inconvenience on them.

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	
Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	
Section Score: N/A	

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. If circumstances exist that do not reflect the efforts of the employee's progress, satisfactory progress should be selected. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
List from Previous Review 1. Project/Objective/Special Assignment Train with an Inspector to assist on projects. Making sure they follow our Specs and complete the project.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Train in the Treatment Plant to understand the MOR, Bac-T samples, Lead and Copper and the scheduled time to complete that task.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Project/Objective/Special Assignment Implement Bidding of Inventory Items to include organizing the inventory shelves, controlling the receiving a distributing to the field supervisors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment Write an SOP for Disconnects, Flushing and Leak Detection	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. **Train with an Inspector to assist on projects. Making sure they follow our Specs and complete the project**

Item carried over from previous year - YES NO

2. **Train in the Treatment Plant to assist with MOR, BAC-T Samples, Lead and Copper and the schedule time to complete that task.**

Item carried over from previous year - YES NO

3. **Write an SOP for Disconnects, Flushing and Leak Detection**

Item carried over from previous year - YES NO

4.

Item carried over from previous year - YES NO

Supervisor's Signature

Date: 7/24/21

Employee's Signature

Date:

10-14-21



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date:	03/19/2021	Period of Evaluation:	03/05/2020 – 03/05/2021

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: Ratings are 1 thru 5 to the nearest tenth using the rating scale below as a guide. Ratings that are 2.9 or lower and 4.0 or higher requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
---------------------------	---

MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by rating the appropriate level of performance for each area reviewed. 2. Any score other than a (3.0 – 3.9) requires comments by the supervisor.
----------------------	---

The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = **UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. *Immediate improvement* required to maintain employment.
- 2 = **NEEDS IMPROVEMENT** – Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = **MEETS EXPECTATIONS** – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = **EXCEEDS EXPECTATIONS** – Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = **SUPERIOR** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee’s use of established techniques, materials and equipment as they relate to performance.	3.2
Quantity of Work – Consider the results of this employee’s efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	3.3
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	3.1
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	3.3
Section Score: 3.225	

Comments:

██████ has a good knowledge of our procedures. █████ often juggles multiple tasks at one time. █████ communicates well with our customers and co-workers and follows regulations.

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	3.3
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	3.0
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	3.5
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	3.3
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	3.4
Section Score: 3.3	

Comments:

████ works well with others. █████ keeps █████ area well organized and clean. █████ is very considerate of new COVID procedures and cleanliness. █████ has adapted to changes throughout this year particularly being the key employee in our front office while we maintained a COVID friendly environment. █████ has become more comfortable making judgements regarding customer needs, etc.

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	
Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	
Section Score:	

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. If circumstances exist that do not reflect the efforts of the employee's progress, satisfactory progress should be selected. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Increase involvement during cut-off procedures. Learn to lead process as a backup.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Learn how to post credit card payments to customer accounts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment Learn how to make adjustments to customer accounts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment Utilize email daily to stay informed on customer communications (applications, questions, etc) via the front office email and credit card payments made (particularly during cut-off periods).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. | **Increase involvement during cut-off procedures. Learn to lead process as a backup.** |

Item carried over from previous year - YES NO

2. | **Learn how to post credit card payments to customer accounts.** |

Item carried over from previous year - YES NO

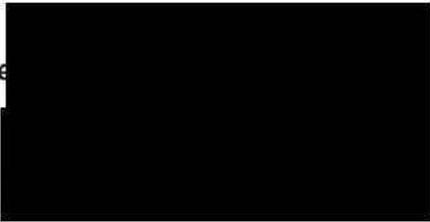
3. | **Learn how to make adjustments to customer accounts.** |

Item carried over from previous year - YES NO

4. | |

Item carried over from previous year - YES NO

Supervisor's Signature



Date: 3/22/21

Employee's Signature

Date: 3/22/21



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date:	4/30/21	Period of Evaluation:	4/30/20 to 4/30/21

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: Ratings are 1 thru 5 to the nearest tenth using the rating scale below as a guide. Ratings that are 2.9 or lower and 4.0 or higher requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by rating the appropriate level of performance for each area reviewed. 2. Any score other than a (3.0 – 3.9) requires comments by the supervisor.

The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = NEEDS IMPROVEMENT** - Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = MEETS EXPECTATIONS** - Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = EXCEEDS EXPECTATIONS** - Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = SUPERIOR** - Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS	
	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	4.0
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	3.0
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	3.0
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	3.7
Section Score: 3.425	

Comments:

████████ knowledge of the treatment process,
Monitoring the SCADA and distribution system allows
████████ to exceed the companies' expectations.

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	3.0
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	2.8
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	3.0
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	4.0
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	3.2
Section Score: 3.20	

Comments:

█████ has improved on **█████** understanding and participate in line breaks **█████** is turning valves, makes suggestions of where to flush, **█████** completes **█████** paperwork and has been trained on e-notify state, calling OCD and Health Dept. **█████** has not questioned who is pulling samples and getting them to the lab. **█████** has a lot of good ideas and knows what to do, **█████** just needs to express those ideas. **█████** really stepped up when we needed **█████** too, **█████** worked every weekend and stayed separated from the rest of us because of COVID-19.

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Results in this section may be cause for a change to the overall score.

Comments:

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	
Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	
Section Score: N/A	

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. If circumstances exist that do not reflect the efforts of the employee's progress, satisfactory progress should be selected. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Continue to participate in manual work situations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Continue to gain mechanical knowledge of the plant and the new monitoring systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment Continue to participate in GIS, Collector and Hydrant Flushing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment Update Sample Sites and Apply for Additional Testing Sites	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

OVERALL PERFORMANCE						
	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	37.5%	50%	x	3.425	=	1.71
Behavioral Traits	37.5%	50%	x	3.20	=	1.60
Supervisory Factors	25%	N/A	x	N/A	=	0
Work Habits						
Projects/Objectives/Special Assignments						
Overall Rating	4.5 - 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.31

Comments:

██████ is a knowledgeable plant operator. ██████ has improved ██████ attitude and willingness to help ██████ co-workers. ██████ does an excellent job with customer complaints and monitoring the SCADA System. ██████ really stepped up this past year when we needed separation because of COVID-19.

SIGNATURE

Supervisor:

Date 4/30/21

Supervisor Name (print):

CE

Date:

4/30/2021

Comments:

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Signature

Date:

4/29/21

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

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PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. **Participate in Line Breaks**

Item carried over from previous year - YES NO

2. **Continue to gain knowledge of the mechanical part of the Treatment Plant to include running generators @ Plant.**

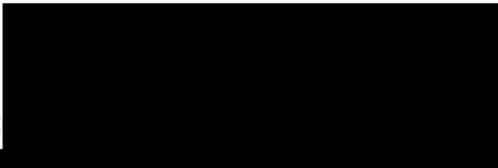
Item carried over from previous year - YES NO

3. **Participate in GIS System, Field Comms, Collector, Flushing 2.0**

Item carried over from previous year - YES NO

4.

Item carried over from previous year - YES NO

Supervisor's Signature:  Date: 4/30/21

Employee's Signature:  Date: 4/29/21



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date:	10/24/21	Period of Evaluation:	10/24/20 to 10/24/21

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: Ratings are 1 thru 5 to the nearest tenth using the rating scale below as a guide. Ratings that are 2.9 or lower and 4.0 or higher requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

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MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by rating the appropriate level of performance for each area reviewed. 2. Any score other than a (3.0 – 3.9) requires comments by the supervisor.

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- 5 = SUPERIOR** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	3.6
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	3.8
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	3.2
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	3.1
Section Score: 3.42	

Comments:

████ has gained knowledge over the past year; I can see much improvement.
████ has kept up with all the mowing even though ████ does not have a helper. We need ████ to focus on keeping the office cleaner.

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	3.4
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	3.2
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	3.3
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	3.7
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	3.3
Section Score: 3.38	

Comments:

████ often gets pulled from ████ assigned duties, ████ never complains and is always willing to adjust to help where needed. (Even when ████ is not on call)

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	
Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	
Section Score: N/A	

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. If circumstances exist that do not reflect the efforts of the employee's progress, satisfactory progress should be selected. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Fence Clearing and Painting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Indoor maintenance projects as needed in maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment Continue Clearing Property Fences to allow access to mow on both sides	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		
Comments:		

OVERALL PERFORMANCE						
	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	37.5%	50%	x	3.42	=	1.71
Behavioral Traits	37.5%	50%	x	3.38	=	1.69
Supervisory Factors	25%	N/A	x	N/A	=	0
Work Habits						
Projects/Objectives/Special Assignments						
Overall Rating	4.5 – 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.40

Comments:

SIGNATURE

Supervisor:

Date:

11-12-21

Supervisor Name (print):

CE

Date:

11-16-2021

Comments: | |

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Signature

Date:

11/12/21

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. **Indoor Maintenance Projects as Needed**

Item carried over from previous year - YES NO

2. **Keep All Property Fences Clear**

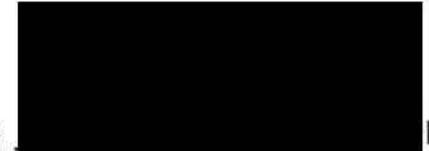
Item carried over from previous year - YES NO

3. **Maintenance on Wells/Well Rehab Project**

Item carried over from previous year - YES NO

4. | |

Item carried over from previous year - YES NO

Supervisor's Signature: 

Date: 11/12/21

Employee's Signature: 

Date: 11-12-21



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date:	7/13/21	Period of Evaluation:	7/13/20 to 7/13/21

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

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DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
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MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by rating the appropriate level of performance for each area reviewed. 2. Any score other than a (3.0 – 3.9) requires comments by the supervisor.
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- 5 = SUPERIOR** - Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee’s use of established techniques, materials and equipment as they relate to performance.	3.9
Quantity of Work – Consider the results of this employee’s efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	3.7
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	3.6
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	3.4
Section Score: 3.65	

Comments:

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	3.5
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	3.6
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	4.1
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	3.2
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	3.3
Section Score: 3.54	

Comments:

██████████ work area is clean and organized. ████████ keeps very good notes and files/documents most everything.

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	
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Section Score: N/A	

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

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List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Organize Paper Maps in Drawers and Create a Printed Index	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Implement a Scan Program for Paper Maps	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment Provide a Monthly Report for Field Comms and Archived	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Project/Objective/Special Assignment Write an SOP for Field Comm Collection	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		
Comments:		

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. **Write an SOP for Field Comm Collection**

Item carried over from previous year - YES NO

2. **Peruse Class IVB Treatment License**

Item carried over from previous year - YES NO

3. **Provide a Monthly Report for Field Comms and Archived**

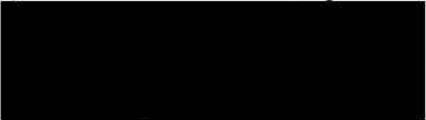
Item carried over from previous year - YES NO

4. **[]**

Item carried over from previous year - YES NO

Supervisor's Signature: 

Date: 9/9/21

Employee's Signature: 

Date: 9/9/2021



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date:	6/15/21	Period of Evaluation:	6/1/2020 – 5/31/2021

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: Ratings are 1 thru 5 to the nearest tenth using the rating scale below as a guide. Ratings that are 2.9 or lower and 4.0 or higher requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by rating the appropriate level of performance for each area reviewed. 2. Any score other than a (3.0 – 3.9) requires comments by the supervisor.

The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. *Immediate improvement* required to maintain employment.
- 2 = NEEDS IMPROVEMENT** – Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = MEETS EXPECTATIONS** – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = EXCEEDS EXPECTATIONS** – Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = SUPERIOR** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials, and equipment as they relate to performance.	5.0
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	4.7
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	5.0
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	4.7
Section Score: 4.85	

Comments:

- [REDACTED] knows [REDACTED] job very well and anything that is unfamiliar [REDACTED] is more than willing to learn.
- [REDACTED] always completes [REDACTED] assignments without having to be prompted.
- [REDACTED] ability to perform [REDACTED] work timely is unprecedented, and [REDACTED] always has multiple projects to manage simultaneously.
- [REDACTED] follows the rules and never complains about additional tasks ask of [REDACTED]
- [REDACTED] is always polite and is always willing to listen without complaint.

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	5.0
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	4.6
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	5.0
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	5.0
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	5.0
Section Score: 4.92	

Comments:

- [REDACTED] ability to work well with others is exceptional, and [REDACTED] is always a team player
- [REDACTED] looks for ways to improve the OCWD over and above what should be required
- [REDACTED] projects are always neat, and [REDACTED] work areas are kept neat and clean
- [REDACTED] has seen, participated in, implemented, and directed many changes in staff and operation of the District over the last year, [REDACTED] adjusts to change without complaint and is not afraid to make improvements, but does so in a polite and professional manor.
- [REDACTED] always has the Districts best interest at heart, even when it requires more effort on [REDACTED] part. [REDACTED] ability to solve difficult problems make [REDACTED] an asset to this organization.

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	4.8
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	4.5
Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	4.8
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	4.8
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	5.0
Section Score: 4.78	

Comments:

- [REDACTED] keeps [REDACTED] people working toward a common goal, and I believe they have the upmost respect for [REDACTED]
- [REDACTED] is exceptional in planning and making sure items are completed on time. [REDACTED] is very valuable to me in this area. [REDACTED] is always planning and if priorities change, [REDACTED] is willing to do whatever is required to make sure all jobs are completed timely.
- [REDACTED] keeps me informed and up to date on the day to day operations in the office. [REDACTED] follows policy and expects [REDACTED] staff to do the same.
- There is no better role model in our company than [REDACTED] [REDACTED] is polite, professional, timely, and provides concise, consistent answers to employees with questions.

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. If circumstances exist that do not reflect the efforts of the employee's progress, satisfactory progress should be selected. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Create redundancy in your department by doing additional cross-training	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

Continue cross-training as much as possible.

OVERALL PERFORMANCE

	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	37.5%	50%	x	4.85	=	1.82
Behavioral Traits	37.5%	50%	x	4.92	=	1.85
Supervisory Factors	25%	N/A	x	4.78	=	1.20
Work Habits						
Projects/Objectives/Special Assignments						
Overall Rating	4.5 – 5.0 SUPERIOR	3.5 – 4.4 EXCEEDS EXPECTATIONS	2.5 – 3.4 MEETS EXPECTATIONS	1.5 – 2.4 NEEDS IMPROVEMENT	1.0 – 1.4 UNACCEPTABLE	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.87

Comments:

My thoughts on [REDACTED] performance are certainly reflected in this review, [REDACTED] continues to impress me with [REDACTED] ability to learn the water business and apply [REDACTED] skills, while very uncommon for someone to continue to rank this high [REDACTED] is undoubtedly the exception. [REDACTED] is a first-class representative for OCWD, and the information [REDACTED] provides is always accurate and timely, [REDACTED] leads by example, and is a very valuable asset to this organization. [REDACTED] is never satisfied with acceptable; [REDACTED] wants to go above and beyond. [REDACTED] continues to be praised by [REDACTED] peers, our Auditors, and Attorneys. Given the challenges put before us in the last year with Covid-19, [REDACTED] has driven us to continue our efforts to make our customers and employees comfortable with technology in-order to provide the level of service expected. Our success with handling bad debt and customer related issues is largely due to [REDACTED] and [REDACTED] is to be commended for this. [REDACTED] has also volunteered countless hours to KRWA and the water industry to develop tools to help water utilities across the state, I want to encourage [REDACTED] to continue this effort and being involved organizations like KRWA and the KY society of CPAs.

SIGNATURES:

CEO: _____ Date: 6/10/2021

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary)

Employee Signature _____ Date: 6/15/21



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date:	11/12/21	Period of Evaluation:	11/10/2020 – 11/10/2021

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: Ratings are 1 thru 5 to the nearest tenth using the rating scale below as a guide. Ratings that are 2.9 or lower and 4.0 or higher requires comments.

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DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
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MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by rating the appropriate level of performance for each area reviewed. 2. Any score other than a (3.0 – 3.9) requires comments by the supervisor.
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- 5 = SUPERIOR** - Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS	
	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	4.5
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	4.5
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	5
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	4.3
Section Score: 4.575	

Comments:

[REDACTED] constantly displays a positive, cooperative attitude toward work assignments and requirements. [REDACTED] does an excellent job complying with established rules and policies. [REDACTED] has great job knowledge and manages multiple tasks simultaneously to meet work schedules. [REDACTED] deals with others in a very positive manner.

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	4.5
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	4.7
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	3.3
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	4.3
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	4.6
Section Score: 4.28	

Comments:

████████ often suggests improvements and shows initiative. ████████ follows through on projects or tasks. ████████ analyzes problems and determines good actions for solutions that are in the best interest of OCWD. ████████ works well with ████████ co-workers and has a great rapport with others. ████████ has adapted to a lot of changes with a great attitude and willingness.

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	
Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	
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Section Score:	

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

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	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
List from Previous Review 1. Project/Objective/Special Assignment Complete the Utility Management Institute (UMI) courses.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Stay up to date on procedures to provide backup of Customer Service Staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment Assist with changing software/billing services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

█ graduated from UMI.

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

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PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. **Assist with changing software/billing services**

Item carried over from previous year - YES NO

2. **Continue to meet payable and payroll deadlines**

Item carried over from previous year - YES NO

3. | |

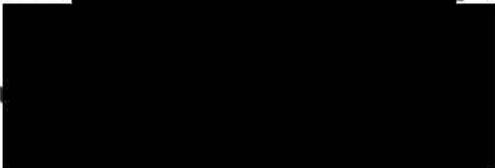
Item carried over from previous year - YES NO

4. | |

Item carried over from previous year - YES NO

Supervisor's Signature: 

Date: 11-24-21

Employee's Signature: 

Date: 11-24-21



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date:	9/17/21	Period of Evaluation:	9/17/20 to 9/17/21

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

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- 5 = SUPERIOR** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS	
	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	4.5
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	3.5
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	4.0
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	3.0
Section Score: 3.75	

Comments:

██████ is very knowledgeable of the Distribution System and Water Treatment Plant. ████ uses ████ skills and techniques to exceed the company's expectations. ████ has no problem working safely and following all companies' policy and procedures.

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	3.5
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	3.5
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	4.5
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	3.0
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	3.4
Section Score: 3.58	

Comments:

Nathan's keeps ■ work area neat and organized. ■ paperwork is complete precise and detailed.

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	3.5
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	3.2
Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	4.0
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	3.4
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	3.5
Section Score: 3.52	

Comments:

█ sees the big picture and plans accordingly █ also organizes with others to complete the assignment.

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. If circumstances exist that do not reflect the efforts of the employee's progress, satisfactory progress should be selected. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
List from Previous Review		
1. Project/Objective/Special Assignment Participate in training new employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Obtain Water Distribution License or Treatment License	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Project/Objective/Special Assignment Seek Safety Training Videos to Improve our Safety Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment Continue with Safety Improvements at the Office and Plant.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		
Comments:		

OVERALL PERFORMANCE						
	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	37.5%	50%	x	3.75	=	1.41
Behavioral Traits	37.5%	50%	x	3.58	=	1.34
Supervisory Factors	25%	N/A	x	3.52	=	.88
Work Habits						
Projects/Objectives/Special Assignments						
Overall Rating	4.5 - 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.63

Comments:

██████████ is an asset to OCWD ██████████ knowledge and leadership is a contributor to ██████████ success.

SIGNATURE

Supervisor: ██████████

Date: 10-19-21
9/17/21

Supervisor Name (print): ██████████

CR: ██████████

Date: 10-18-2021

Comments: | |

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Signature: ██████████

Date: 10/18/21

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

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PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. **Participate in safety training new employees**

Item carried over from previous year - YES NO

2. **Seek Safety Training Videos to Improve our Safety Program**

Item carried over from previous year - YES NO

3. **Obtain Class III Distribution or Class IV Treatment License**

Item carried over from previous year - YES NO

4. **Continue with Safety Improvements at the Office and Plant.**

Item carried over from previous year - YES NO

Supervisor's Signature

Date: 10-19-21
9/17/21

Employee's Signature

Date: 10/19/21



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date:	9/4/21	Period of Evaluation:	9/4/20 to 9/4/21

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: Ratings are 1 thru 5 to the nearest tenth using the rating scale below as a guide. Ratings that are 2.9 or lower and 4.0 or higher requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
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MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by rating the appropriate level of performance for each area reviewed. 2. Any score other than a (3.0 – 3.9) requires comments by the supervisor.
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The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. *Immediate improvement required to maintain employment.*
- 2 = NEEDS IMPROVEMENT** – Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = MEETS EXPECTATIONS** – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = EXCEEDS EXPECTATIONS** – Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = SUPERIOR** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee’s use of established techniques, materials and equipment as they relate to performance.	3.5
Quantity of Work – Consider the results of this employee’s efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	3.5
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	3.8
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	3.2
Section Score: 3.50	

Comments:

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	3.5
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	3.0
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	4.4
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	4.2
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	3.2
Section Score: 3.66	

Comments:

██████ keeps and maintains a clean and organized work area; ██████ work orders are neat and precise with details. ██████ adapts very well when ██████ is pulled away from what ██████ was doing and ██████ performs well at the new task.

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
<p>Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.</p>	
<p>Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?</p>	
<p>Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.</p>	
<p>Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?</p>	
<p>Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?</p>	
<p>Section Score: N/A</p>	

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. If circumstances exist that do not reflect the efforts of the employee's progress, satisfactory progress should be selected. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Gain more knowledge of the distribution system, Treatment Plant, Inventory. With Emphasis on Inventory Process	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Participate in the GIS system, by implementing and training in the Collector, Hydrant Flushing, Survey 123 and Line Leak Log	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment Take the [REDACTED] Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment Certified Meter Tester	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

OVERALL PERFORMANCE						
	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	37.5%	50%	x	3.50	=	1.75
Behavioral Traits	37.5%	50%	x	3.66	=	1.83
Supervisory Factors	25%	N/A	x	N/A	=	0
Work Habits						
Projects/Objectives/Special Assignments						
Overall Rating	4.5 - 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.58

Comments:

SIGNATURES:

Supervisor:  Date: 9/7/21

Supervisor Name (print): 
 C  Date: 9/23/21

Comments: | |

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Signature:  Date: 9/22/21

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. **Gain more knowledge of the distribution system, Treatment Plant, Inventory. With an emphasis on Inventory Process**

Item carried over from previous year - YES NO

2. **Continue to participate in the GIS Systems**

Item carried over from previous year - YES NO

3. **Certified Meter Tester**

Item carried over from previous year - YES NO

4. **Continue with Meter Change Outs and Annual Reads to Meet Deadlines**

Item carried over from previous year - YES NO

Supervisor's Signature:  Date: 9/7/21

Employee's Signature:  Date: 9/22/21



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			Marsh
Date:	1/24/22	Period of Evaluation:	12/31/20 to 12/31/21

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: Ratings are 1 thru 5 to the nearest tenth using the rating scale below as a guide. Ratings that are 2.9 or lower and 4.0 or higher requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by rating the appropriate level of performance for each area reviewed. 2. Any score other than a (3.0 – 3.9) requires comments by the supervisor.

The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = NEEDS IMPROVEMENT** -- Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = MEETS EXPECTATIONS** -- Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = EXCEEDS EXPECTATIONS** -- Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = SUPERIOR** -- Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	3.5
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	4.2
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	3.0
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	3.0
Section Score: 3.425	

Comments:

Always completing assigned tasks ahead of schedule and taking on additional work from other departments as well. Examples include taking care of equipment like trucks and machinery when requested. Has also taken on extra projects like pipe trailers and painting projects.

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	3.0
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	4.3
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	4.0
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	3.3
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	3.2
Section Score: 3.56	

Comments:

Employee always adding to routine and contributing to resolve problems. Has taken on special assignments such as water quality monitor maintenance and rough cutting well fields when needed. [REDACTED] has also worked well alone during a difficult year pertaining to covid restrictions. [REDACTED] work area is very neat and organized.

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
<p>Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.</p>	
<p>Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?</p>	
<p>Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.</p>	
<p>Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?</p>	
<p>Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?</p>	
<p>Section Score: N/A</p>	

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. If circumstances exist that do not reflect the efforts of the employee's progress, satisfactory progress should be selected. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Update Treatment Plant Restroom	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Project/Objective/Special Assignment Well Field Generator Project	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Project/Objective/Special Assignment Greenhaven #3 Breaker Repair	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

Unsatisfactory status due to supervisory priority

OVERALL PERFORMANCE						
	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	37.5%	50%	x	3.425	=	1.71
Behavioral Traits	37.5%	50%	x	3.56	=	1.78
Supervisory Factors	25%	N/A	x	N/A	=	0
Work Habits						
Projects/Objectives/Special Assignments						
Overall Rating	4.5 - 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.49

Comments:

SIGNATURES:

Supervisor: 

Date: 2-2-22
1/24/22

Supervisor Name (print): 

CE 

Date: 2-2-2022

Comments: | |

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Signature: 

Date: 2/2/22

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. **Update Treatment Plant Restroom**

Item carried over from previous year - YES NO

2. **Well Field Generator Project**

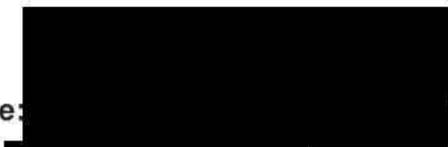
Item carried over from previous year - YES NO

3. []

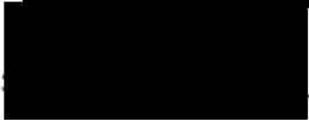
Item carried over from previous year - YES NO

4. []

Item carried over from previous year - YES NO

Supervisor's Signature: 

Date: 2-2-22

Employee's Signature: 

Date: 2/2/22



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date:	6/30/21	Period of Evaluation:	6/30/20 to 6/30/21

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: Ratings are 1 thru 5 to the nearest tenth using the rating scale below as a guide. Ratings that are 2.9 or lower and 4.0 or higher requires comments.

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DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by rating the appropriate level of performance for each area reviewed. 2. Any score other than a (3.0 – 3.9) requires comments by the supervisor.

The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = NEEDS IMPROVEMENT** -- Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = MEETS EXPECTATIONS** – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = EXCEEDS EXPECTATIONS** – Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = SUPERIOR** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	4.5
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	4.0
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	3.0
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	3.0
Section Score: 3.63	

Comments:

████████████████████ knowledgeable of the operations at OCWD continues to improve, ██████████ skill and ability allows ██████████ to exceed the company's expectations. ██████████ holds ██████████ & ██████████ team accountable and to a higher standard. ██████████ is well prepared and can manage several jobs at one time. ██████████ has no trouble meeting deadlines. ██████████ is right on track with meter change outs.

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	3.5
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	3.3
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	4.8
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	3.5
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	3.5
Section Score: 3.72	

Comments:

██████ has █████ work area organized and neat, █████ paperwork is accurate on time and complete.

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	3.8
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	3.0
Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	3.9
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	3.8
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	3.5
Section Score: 3.60	

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. If circumstances exist that do not reflect the efforts of the employee's progress, satisfactory progress should be selected. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
List from Previous Review 1. Project/Objective/Special Assignment Class IVB Treatment License & Attend UMI	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Write an SOP for Reading Meter, Final & Leave On and Final & Lock	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment Take Kentucky 811 Web Entry Online Class	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment Provide a Monthly Report for Meters Tested, Changed Out and Annual Reads	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Results in this section may be cause for a change to the overall score.		
Comments:		

OVERALL PERFORMANCE

	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	37.5%	50%	x	3.63	=	1.36
Behavioral Traits	37.5%	50%	x	3.72	=	1.40
Supervisory Factors	25%	N/A	x	3.60	=	.900
Work Habits						
Projects/Objectives/Special Assignments						
Overall Rating	4.5 – 5.0 SUPERIOR	3.5 - 4.4 EXCEEDS EXPECTATIONS	2.5 - 3.4 MEETS EXPECTATIONS	1.5 - 2.4 NEEDS IMPROVEMENT	1.0 - 1.4 UNACCEPTABLE	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.66

Comments:

██████████ is very knowledgeable, hard worker and is an asset to OCWD

SIGNATURES

Supervisor: ██████████

9-4-21
Date: 8/2/2021

Supervisor Name (print): ██████████
CEC ██████████

Date: 9/8/2021

Comments: | |

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Signature: ██████████

Date: 9-4-21

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. **Write SOP for Reading Meters, Final & Leave On, Leak Checks & Turn On just to name a few**

Item carried over from previous year - YES NO

2. **Provide a Written Monthly Report for Meters Tested, Meters Changed Out and Annual Reads**

Item carried over from previous year - YES NO

3. | |

Item carried over from previous year - YES NO

4. | |

Item carried over from previous year - YES NO

Supervisor's Signature: _____

Date: 9-4-21
6/30/21

Employee's Signature: _____

Date: 9-4-21



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :			
Job Title:			
Supervisor Conducting Review:			
Date:	10/29/2021	Period of Evaluation:	10/29/2020 – 10/29/2021

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

NOTE: Ratings are 1 thru 5 to the nearest tenth using the rating scale below as a guide. Ratings that are 2.9 or lower and 4.0 or higher requires comments.

The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description, behavioral traits, work habits and supervisory factors, if applicable.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to OCWD human resources 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee.
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MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by rating the appropriate level of performance for each area reviewed. 2. Any score other than a (3.0 – 3.9) requires comments by the supervisor.
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The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = **UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = **NEEDS IMPROVEMENT** – Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = **MEETS EXPECTATIONS** – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = **EXCEEDS EXPECTATIONS** – Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = **SUPERIOR** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.	4
Quantity of Work – Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	4.5
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	4.8
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	4
Section Score: 4.325	

Comments:

██████ has good job knowledge and manages several responsibilities simultaneously. ██████ is conscience of work schedules. ██████ displays a positive attitude and is cooperative with work assignments given. ██████ deals with customers very effectively and most importantly with a positive attitude.

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	4.5
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	4.2
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	4.5
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	3.5
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	4.2
Section Score: 4.18	

Comments:

█████ maintains a good rapport with others, and █████ is always willing to help the team. █████ will speak up if █████ sees an improvement area. █████ keeps █████ area very neat and organized. Although keeping processes the same is easiest █████ will adapt to new processes as they are adjusted. █████ handles problems presented by customers well and uses good judgement with OCWD policies in mind.

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Results in this section may be cause for a change to the overall score.

Comments:

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	
Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	
Section Score:	

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. If circumstances exist that do not reflect the efforts of the employee's progress, satisfactory progress should be selected. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

List from Previous Review	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
1. Project/Objective/Special Assignment Continue to improve work order system (work flow, close out & follow up and attachments, etc)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Reconcile monthly work order type via system report to disconnect and reconnects reported to PSC.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

A special assignment that ██████ took initiative on this past year was contacting each past due account customer via phone to assist them with payment plan options and varies 3rd party funding sources. This project was unplanned and was a result of the COVID pandemic. ██████ contacted our past due customers multiple times over a couple month period. ██████ did not hesitate to reach out to each customer and was a huge part in helping with our collections and customers retaining water service.

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. | **Cross train on meter reading/billing procedures.** |

Item carried over from previous year - YES NO

2. | **Reconcile monthly work order type via system report to disconnect and reconnects reported to PSC.** |

Item carried over from previous year - YES NO

3. | |

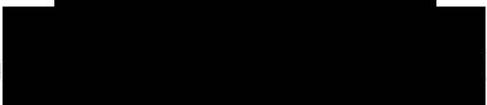
Item carried over from previous year - YES NO

4. | |

Item carried over from previous year - YES NO

Supervisor's Signature: 

Date: 10/29/21

Employee's Signatu 

Date: 10-29-21



Annual Employee Performance Evaluation

Review Information

Employee's Name (First Last) :	
Job Title:	
Supervisor Conducting Review:	
Date:	9/20/21 11/24/21
Period of Evaluation:	9/20/20 to 9/20/21

INSTRUCTIONS TO RATER

Listed below are four performance factors, five behavioral traits, three work habits, five supervisory factors, and a review of the projects/objectives/special assignments for the past year that are important in the performance of the employee's job. The supervisor factors should be utilized only for employees with supervisory responsibilities.

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MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by rating the appropriate level of performance for each area reviewed. 2. Any score other than a (3.0 – 3.9) requires comments by the supervisor.

The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = NEEDS IMPROVEMENT** -- Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = MEETS EXPECTATIONS** – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = EXCEEDS EXPECTATIONS** – Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = SUPERIOR** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PERFORMANCE FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Knowledge, Skills, Abilities – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee’s use of established techniques, materials and equipment as they relate to performance.	3.8
Quantity of Work – Consider the results of this employee’s efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules.	4.0
Compliance – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules, safety and organizational policies.	3.8
Communication – Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?	3.3
Section Score: 3.65	

Comments:

█ has no problem managing several assignments at the same time and sees them to their completion. █ also has no issues meeting deadlines for upcoming work schedules. █ works well with all employees.

BEHAVIORAL TRAITS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Cooperation – How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?	4.0
Initiative – Consider how well the employee seeks and assumes greater responsibility, looks for and suggest improvements; monitors projects independently, and follows through appropriately.	3.75
Neatness/Organized – Consider to what extent the employee keeps assigned area and or vehicle clean and neat. Presents materials in an organized and legible manor.	3.0
Adaptability – Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?	4.0
Judgment – Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically. Refers to OCWD policies when making decisions.	4.0
Section Score: 3.75	

Comments:

████████ is a contributing team member and is always willing to lend a helping hand. ████████ is always willing to explore new ideas and suggestions to improve the work environment. ████████ is very adaptable when it comes to work duties, ████████ gets pulled off one job and placed on another with no complaints from ████████ ████████ has no issues in following OCWD policies and procedures. ████████ thinks of the company first in making a decision on how to repair the job.

WORK HABITS

	ACCEPTABLE	UNACCEPTABLE
Attendance — Consider number of absences; use of sick leave in accordance with OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Punctuality — Consider work arrival and departure in accordance with departmental and OCWD policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appearance — Wears uniform as required or adhere to other established standards for clothing as required by OWD policies and or supervisor. Uses appropriate taste, good grooming, safety and consideration of others in governing appearance, including neatness and cleanliness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

SUPERVISORY FACTORS

	RATING 1 THRU 5 TO THE NEAREST TENTH
Leadership – Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward common goal.	
Delegation – How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?	
Planning and Organizing – Consider how well the employee plans and organize work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.	
Administration – How well does the employee perform day-to-day administration tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?	
Personnel Management – Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?	
Section Score: N/A	

Comments:

REVIEW OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE PAST YEAR

Where projects, objectives, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. List and evaluate progress made on projects, objectives and special assignments by marking the appropriate box. If circumstances exist that do not reflect the efforts of the employee's progress, satisfactory progress should be selected. The Comments space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

	SATISFACTORY PROGRESS	UNSATISFACTORY PROGRESS
List from Previous Review		
1. Project/Objective/Special Assignment PSC Certified Meter Tester	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Project/Objective/Special Assignment Gain more knowledge of the distribution system, Treatment Plant, Inventory.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Project/Objective/Special Assignment Participate in the GIS system, by implementing and training in the Collector, Hydrant Flushing, Survey 123 and Line Leak Log	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project/Objective/Special Assignment Become more familiar with our Specs. To be able to fill in as an Inspector if needed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results in this section may be cause for a change to the overall score.		

Comments:

OVERALL PERFORMANCE

	Supervisory	Non-Supervisory	Multiplied by	Rating	=	Total Rating
Performance Factors	37.5%	50%	x	3.73	=	1.87
Behavioral Traits	37.5%	50%	x	3.75	=	1.88
Supervisory Factors	25%	N/A	x	N/A	=	0
Work Habits						
Projects/Objectives/Special Assignments						
Overall Rating	4.5 – 5.0 SUPERIOR	3.5 – 4.4 EXCEEDS EXPECTATIONS	2.5 – 3.4 MEETS EXPECTATIONS	1.5 – 2.4 NEEDS IMPROVEMENT	1.0 – 1.4 UNACCEPTABLE	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.75

Comments:

SIGNATURES:

Supervisor: _____

Date: 9/20/21

Supervisor Name (print): _____

CI _____

Date: 11-24-2021

Comments: | |

TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Sign _____

Date: 11-24-21

APPENDIX 1: ESTABLISHMENT OF PROJECTS/OBJECTIVES/SPECIAL ASSIGNMENTS FOR THE COMING YEAR (IF APPLICABLE)

List below the projects, objectives or special assignments which should be continued and/or completed in the coming year. It is understood that these projects, special assignments, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the supervisor at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

PROJECT/OBJECTIVES/SPECIAL ASSIGNMENTS

1. **PSC Certified Meter Tester**

Item carried over from previous year - YES NO

2. **Continue to Gain Knowledge of Distribution System and Treatment Plant.**

Item carried over from previous year - YES NO

3. **Continue Participating in the GIS system**

Item carried over from previous year - YES NO

4. **Become more Familiar with OCWD Specs, to allow you to fill in as an Inspector.**

Item carried over from previous year - YES NO

Supervisor's Signature: _____ Date: 9/20/21

Employee's Signature: _____ Date: 11-29-21