

The background features a low-angle shot of modern skyscrapers. On the left, a building with a golden, textured facade is prominent. In the center, the top of a glass skyscraper is visible against a cloudy sky. On the right, another glass skyscraper is partially visible. A large, dark blue rectangular overlay covers the center of the image, with a red triangular graphic element in the bottom right corner.

EPIC PROJECT UPDATE

May 21st , 2024



PROGRAM OVERVIEW



- Legislative intent initiated a Pay-For-Performance Program
- Funding request in Spring 2022; project began in late Fall 2022
- Split performance management and compensation into separate projects
- Currently in pilot phase of new performance management system

PROGRAM UPDATE

- Technology
 - Awarded contract & currently in contract phase
 - Expecting implementation launch in June
- Policy
 - Launched Policy Working Group
 - Reviewing all policies
 - Propose changes
 - Include stakeholders throughout the process
 - In time for countywide launch

PROGRAM UPDATE

- Program Sustainability
 - Named a Performance Management Program Coordinator
 - Ownership of program overall
 - Technology, policy, training, employee & manager support, SME

RESOURCES & TOOLS

Collaboration between Change Management and Learning & Development Teams

- Built a variety of resources & tools
- Supports employees & managers
- Multiple ways to learn
 - Toolkits
 - Documents
 - Tips & Techniques
 - Videos

Performance Rating - Working Document

Employee Name, EIN, Job Code:
Supervisor Name and ID:
Review Year:

This document is an optional template for reviewers to track competencies, expectations, and/or goals throughout the review data entry process. This form can also be used for Time Limited employees whose data cannot be used in the SmartSheet form. [Click to Download](#)

IMPORTANT NOTE: Once a reviewer begins entering data into the online form, all information must be completed at that time. There is no opportunity to save and return. [Form to Employees](#) | [Form to Supervisors](#)

| County Expectations | Public Trust & Accountability | Safety |
|--|--|---|
| Fairness & Respect Recognizing others as dignified human beings and serving without judgement. | Integrity and Honesty Demonstrating the values and principles that define respect, integrity, honesty, and accountability. | Adherence to all workplace and public safety rules, regulations, standards, and practices. |
| Efficiency Employees work to work through the limits of technology, diversity, equity, and access. | Accountability Employees are held accountable for their actions and are held responsible for their actions. | Reporting any unsafe behavior and a proactive safety being part of the solution. |

Fillable PDF Working Doc

Performance Evaluation Toolkits
An optional tool to support employees during performance management review.

Preparing for Your Quarterly Self-Review
Employee Edition

Preparing for Your Supervisor Evaluations
Manager Edition

Performance Review Discussion Guide

Toolkits

This guide contains microtools to build your performance management skills as an employee and manager.

Using Supervisor Review Form

The Supervisor Review Form is required for all leadership who have direct reports to complete on a quarterly basis based on our adapted quarterly schedule for the plant. This process needs to be completed for each individual direct report.

1. Navigate to the Supervisor Review SmartSheet form
2. Enter Employee Information
 - a. The employee you're reviewing: Employee EIN, Employee Name, Co
 - b. Your information: Supervisor EIN, Supervisor Name, Supervisor ID
 - c. Enter the date the quarter ends you're reviewing
 - i. Pilot Dates:
 1. Q2 2/1/2024 - 4/30/2024
 2. Q3 5/1/2024 - 7/31/2024
 3. Q4 8/1/2024 - 10/31/2024
 4. Q1 10/1/2024 - 12/31/2024

SOPs

Tracking my Epic Accomplishments

Tracking my Epic Accomplishments

Use this spreadsheet to track your accomplishments. It helps you see your progress and provides a clear record of your achievements. It also allows you to share your accomplishments with your supervisor and colleagues.

Spanish Translation Competencies & Rubric

Conocimiento del Español

Others

What to Do if you Disagree with your Performance Review

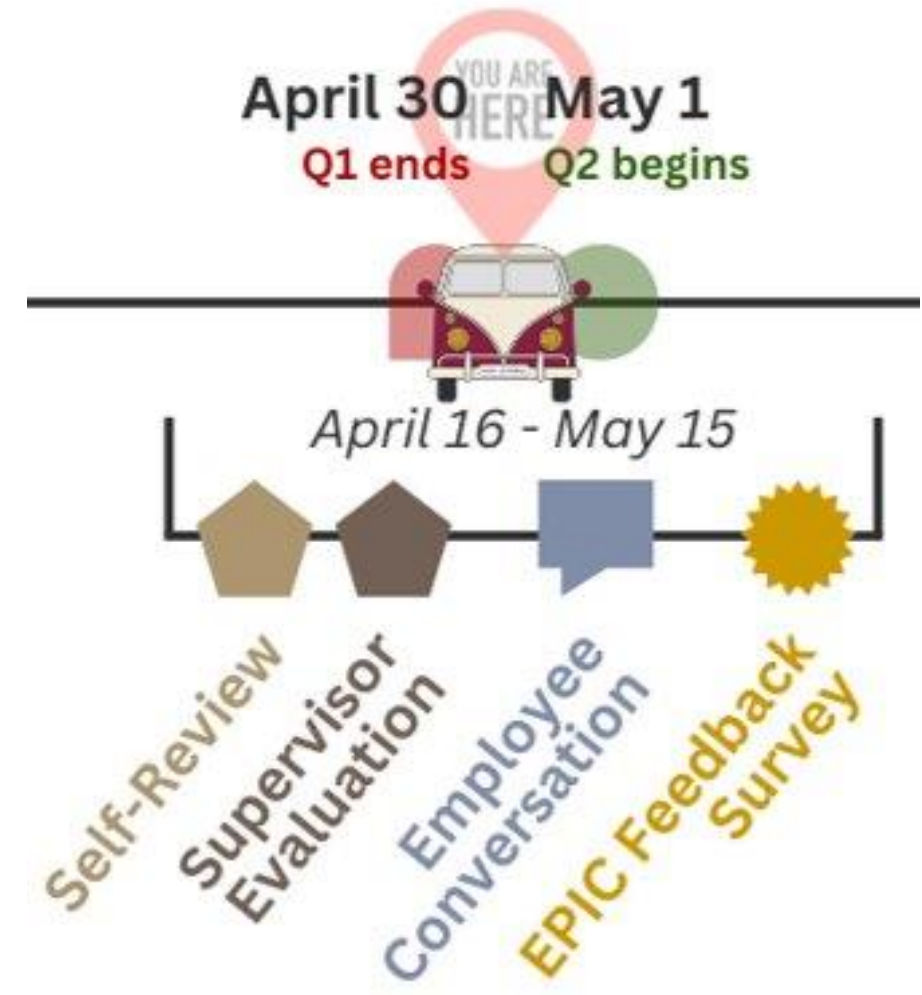
Avoid These Mistakes When Giving Tough Feedback

When it comes to giving tough feedback, no one does it perfectly. It's a skill we learn and hone with practice, time, and, yes, by making mistakes. Here are some of the common pitfalls that get in the way and how you can avoid them.

- **Not waiting until the end.** If you give input without first establishing trust, people will have a harder time hearing, accepting, and acting on your feedback. Get to know each of your team members, including their career aspirations and goals. Once you're clear about how you can support their development, you can begin to link your feedback to their goals.
- **Amending or delaying.** Give the discussion of sharing feedback with others, it's not surprising that our first instinct is often to amend it. Be consistent with feedback sessions and build them into your regular way

PILOT TIMELINE

Quarterly Cycle



EPIC COUNTYWIDE ROLLOUT TIMELINE



COMPENSATION PROJECTS TIMELINE



RESOURCES

Funding Request Update

| FUNDING REQUESTS | 2023 | | | 2024 | | 2025 | | USED |
|--|--------|----|---------|---------|-----|---------|-----|---------|
| | TL FTE | HR | ESR | HR | ESR | HR | ESR | TO DATE |
| STAFFING | | | | | | | | |
| Project Manager | 1 | 1 | | 1 | | 1 | | |
| Change Management/Organizational Development Manager | 1 | 1 | | 1 | | 1 | | |
| Organizational Development Specialists | 2 | 1 | | 1 | | 1 | | |
| Learning & Development Faciliator | 1 | 1 | | 1 | | 1 | | |
| | | | | | | | | |
| CONSULTING | | | | | | | | |
| Salary & Benefits Survey | | | 50,000 | | | | | 50,000 |
| Pay For Performance Consulting Services | | | 500,000 | | | | | 220,000 |
| | | | | | | | | |
| TECHNOLOGY | | | | | | | | |
| Performance Management System | | | | 150,000 | | 120,000 | | |

RESOURCES

Time Limited Positions

- Requesting continued funding during June budget for Project Team TL Positions
 - Current TL positions end on 12/31/24 – extend thru 12/31/25
 - Organizational Development & Change Management Manager
 - Organizational Development & Change Management Consultant
 - Learning & Development Facilitator
 - Project Manager

RESOURCES

Consulting Support

- Continuing NFP support
 - Software configuration & implementation
 - Training & documentation
 - Support & optimization following launch
 - Pay for Performance Implementation
 - Staff Development

QUESTIONS

