



FALLBROOK PUBLIC UTILITY DISTRICT
MEETING OF THE PERSONNEL COMMITTEE

AGENDA

WEDNESDAY, MARCH 29, 2017
9:00 A.M.

FALLBROOK PUBLIC UTILITY DISTRICT
990 E. MISSION RD., FALLBROOK, CA 92028
PHONE: (760) 728-1125

If you have a disability and need an accommodation to participate in the meeting, please call the Secretary at (760) 728-1125 for assistance so the necessary arrangements can be made.

Writings that are public records and are distributed during a public meeting are available for public inspection at the meeting if prepared by the local agency or a member of its legislative body or after the meeting if prepared by some other person.

I. PRELIMINARY FUNCTIONS

CALL TO ORDER / ROLL CALL

PUBLIC COMMENT (*limit 3 minutes*)

II. ACTION / DISCUSSION -----(ITEMS A - D)

- A. PRESIDENT'S AWARD
- B. UNIFORM STANDARDS
- C. ETHICS TRAINING REQUIREMENT FOR STAFF
- D. GENERAL MANAGER EVALUATION FORM

ADJOURN TO CLOSED SESSION

III. CLOSED SESSION

- 1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PER GC § 54957: TITLE – GENERAL MANAGER

RECONVENE TO OPEN SESSION

REPORT FROM CLOSED SESSION (*As Necessary*)

IV. ADJOURNMENT OF MEETING

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DECLARATION OF POSTING

I, Mary Lou Boultinghouse, Secretary of the Board of Directors of the Fallbrook Public Utility District, do hereby declare that I posted a copy of the foregoing agenda in the glass case at the entrance of the District Office located at 990 East Mission Road, Fallbrook, California, at least 72 hours prior to the meeting in accordance with Government Code § 54954.2(a).

I, Mary Lou Boultinghouse, further declare under penalty of perjury and under the laws of the State of California that the foregoing is true and correct.

March 24, 2017
Dated / Fallbrook, CA

Mary Lou Boultinghouse
Secretary, Board of Directors

Item B., Uniform Standards

(f) **Personal Appearance.** In the interest of presenting a professional image to our customers, we require that all employees observe good habits of grooming and personal hygiene. Uniforms and other clothing should be neat and clean unless conditions during the work day (out of the employee's control) affect the neatness or cleanliness of the uniform or clothing. The employee should dress appropriately according to the requirements of his or her position. If there are any questions as to what constitutes appropriate attire, the supervisor or manager should be consulted.

Rings, bars, studs, etc. through the nose, lips, eyebrows, tongue or other facial areas (other than conventional earlobe piercing) are prohibited during working hours, while on-call, in uniform or whenever the employee is representing the District. Subject to approval by the General Manager or in his absence the Administrative Services Manager/Treasurer, exceptions may be permitted for very small non-intrusive studs (limited to the nose or inside the mouth) permitted the visual effect is minimal and does not impair the employee's ability to speak clearly. Tattoos with words or images that may be considered offensive or inappropriate in nature (sexually explicit, vulgar, sexist, racist, or construed as discriminatory, etc.) are required to be covered during working hours, while on-call, in uniform or whenever the employee is representing the District.

The District reserves the right to determine appropriate dress and appearance at all times and in all circumstances. An employee may be sent home to change clothes should it be determined their dress is not appropriate. Any time away from work necessary to achieve appropriate and acceptable dress will not be paid time but the employee may use any accrued vacation or compensatory time.

11.26 UNIFORMS

The District will provide sufficient clean uniforms, on a weekly basis, for a daily change, for field crews. All employees for whom uniforms are provided are required to wear a complete uniform when working unless otherwise authorized by their supervisor. The Administrative Services Manager/Treasurer or their designee will determine the employees who may wear a non-uniform FPUD logo shirt and the District will supply five per year. The District will pay up to the amount of uniform shirts and the employee will pay the difference. The District will provide five (5) pairs of Levi 501 jeans for each water or wastewater employee per year. In the event that the jeans wear out or are damaged in less than one year, employees will have them repaired or replaced at their own expense. The employees requested the ability to purchase a different type of jean than was offered by the District. The Assistant General Manager or his designee will review each request on a case-by-case basis and make a determination. The District will only reimburse the employee the actual cost up to the amount allotted for the District jeans. The District will provide one medium-weight jacket for each field or plant employee every two years or "as-needed" at the discretion of the Assistant General Manager. No other jackets may be worn during regular working hours unless they were issued by the District and bear the District logo. The employees requested the ability to purchase a cotton jacket instead of the poly blend jacket offered by the District. Employees to be issued poly blend jackets that prefer cotton jackets will pay the difference in the cost to the District prior to ordering the jacket. Loss of a District jacket is subject to disciplinary action.

The Levi 501 jeans and jacket are deemed part of the uniform and must be maintained by the employee. Wastewater workers will have the choice of Levi 501 jeans that will be maintained by the employee or uniform service trousers that will be laundered by the uniform service. Upon termination, all uniform shirts, vests, trousers, overalls, lab coats, etc. issued to an employee must be returned to the District. The cost of any uniforms not returned will be pursued through legal means

To instill confidence on the part of the public and to prevent misrepresentation of FPUD employees, the District will issue photo I.D. cards to all employees. Field employees not directly involved with heavy equipment will wear I.D. cards on the uniform shirt or on a break-away lanyard and the I.D. cards will be considered part of the uniform. Other field, plant and office employees will be issued a business card size I.D. card. All employees are required to have their I.D. card with them during working hours. I.D. cards shall only be used for official District business. Employees shall request a replacement I.D. card for name changes, changes in classification, excessive use /wear or lost cards. Loss of an I.D. card or the inability to produce the I.D. card during working hours may be subject to disciplinary action. I.D. cards must be returned to the supervisor upon termination and the supervisor must then submit the card to either human resources or safety and risk administrator to be destroyed.

The wearing of shorts will be allowed as long as the following conditions are met:

- (a) Shorts must be supplied by the employee at their own expense.
- (b) Employees must maintain their shorts in good repair.
- (c) If uniforms are supplied, shorts will be worn with a uniform shirt or the orange safety award t-shirt only.
- (d) Because of the nature of the work, some employees will be required to wear long pants. If there are any questions, please contact the Assistant General Manager.
- (e) Each employee is responsible for keeping long pants available should the need arise.

(f) The color of the shorts will be limited to khaki, dark blue or blue denim. All shorts are to be hemmed (no cutoffs). The acceptable style and length of the shorts will be determined by the Assistant General Manager.

BREAKDOWN

Item D., General Manager Evaluation Form



GENERAL MANAGER EVALUATION FORM

Rating Period: _____
 Rate each of the following professional attributes. Make comments regarding each as needed in the comments column. Use numerical ratings 1-5 with 5 being the highest level of performance.

PROFESSIONAL ATTRIBUTES		GM Name:
Professional Attribute	Rating (1-5, 5 being outstanding)	Comments
Policy Development		
Administration		
Management		
Intergovernmental Relations		

Suggested Goals and Expectations for the Coming Year

1.

2.

3.

4.

5.

6.

7.

Additional Comments

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Signature of Evaluator: _____ Date: _____



GENERAL MANAGER PERFORMANCE EVALUATION

Board Member's Name:	GM Name:	
Rating Period:	Current Date:	
PERFORMANCE RATINGS (Use scale below to identify performance in each category)		
5 - Outstanding	3 - Meets Expectations	1 - Needs Improvement
4 - Exceeds Expectations	2 - Meets Most Expectations	0 - Unsatisfactory
SECTION A – PERFORMANCE FACTORS		RATING
BOARD RELATIONS: Fair and equitable in dealings with the Board, responsive to requests from Board members for information, provides the Board with relevant information and viable options prior to decision-making.		
COMMUNICATION: Uses diplomacy and tact; treats everyone with respect; relates well to all Constituencies including Board members, staff and colleagues in other key organizations statewide and nationally; transmits ideas, recommendations, instructions and technical information so that they are clearly understood by others, both orally and in writing, makes effective presentations, articulately explains complex ideas and concepts to others.		
CUSTOMER SERVICE: Responds in a timely manner to requests and complaints, serves District customers with impartiality and fairness at all times, maintains effective relationships with other agencies, encourages and holds District employees accountable for high standards of customer service.		
FISCAL RESPONSIBILITY: Demonstrates innovative and efficient approaches to managing the organization's resources, presents a clear and comprehensive budget proposal, manages in a fiscally sound manner, uses available resources effectively and efficiently.		
INTEGRITY: Demonstrates honest and ethical behavior in performing duties and responsibilities; assumes responsibility for own actions; earns trust by treating customers and co-workers equitably and fairly, maintains confidentiality; maintains impartiality and fairness in dealing with Board members and staff.		
LEADERSHIP: Articulates and implements the District's vision and ensures consistent application across the organization, visionary – demonstrates a broad and far-reaching perspective, sees and communicates the big picture, takes the lead on change efforts, establishes himself within the water industry in a position of respect and has the confidence of key stake holders or peers, displays tenacity in dealing with difficult challenges and issues.		
PLANNING AND ORGANIZING: Anticipates future needs and effectively plans and organizes work to achieve goals, develops short and long range organizational strategies to assure timely completion of objectives, establishes priorities and manages multiple tasks effectively, consistently meets deadlines, maintains a high level of productivity		
PROBLEM SOLVING/JUDGMENT: Sees big picture; identifies and evaluates pertinent issues in all their complexity; arrives at sound, timely decisions after balanced consideration of facts and alternatives; uses good judgment; reads a situation accurately and acts appropriately.		

Unsatisfactory	Needs Improvement	Meets Most Expectations	Meets Expectations	Exceeds Expectations	Outstanding
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

ADDITIONAL COMMENTS:

To assist the General Manager in becoming more effective, where do you see an opportunity for improvement in the upcoming year?

What would you recommend as the key objectives for the General Manager for the upcoming year?

Other Comments:

Signature: _____

Date: _____



Board of Directors' Evaluation Form – General Manager

For: _____ Rating Period _____

Rated By: _____

A. BOARD/MANAGER RELATIONSHIP

- Provides sufficient staff reports and related agenda materials to allow for effective Board discussion/decision-making. Provides information to Board members in a timely manner. Obtains and evaluates relevant information and makes recommendations to Board based on sound professional judgment. Includes viable options prior to decision making.
- Makes effort to be accessible and provides consistent and equal treatment to Board members. Is responsive and timely to requests from Board members for information.

CIRCLE ONE:

5-Outstanding • 4-Above Average • 3-Satisfactory • 2-Needs Improvement • 1-Unsatisfactory • N-Not Observed

COMMENTS: _____

B. COMMUNITY RELATIONS/CUSTOMER SERVICE

- Represents the District well in presentations to civic groups, media, and the public and provides a positive, professional image. Develops cooperative working relationships with outside governmental agencies and other outside groups.
- Promotes community involvement in the District.
- Enhances community understanding of District's goals and objectives. Deals openly with conflict and District problems. Handles individual citizens' complaints in a timely and professional manner.
- Encourages and holds all District employees accountable for high standards of customer service.

CIRCLE ONE:

5-Outstanding • 4-Above Average • 3-Satisfactory • 2-Needs Improvement • 1-Unsatisfactory • N-Not Observed

COMMENTS: _____

C. LEADERSHIP

- Articulates and implements the District’s vision and ensures consistent application across the organization. Sees and communicates the big picture.
- Makes use of sound management practices, understanding the distinction between leading and directing.
- Demonstrates original thinking, ingenuity, and creativity by introducing new strategies or courses of action. Ensures coordination of activities between departments.
- Plans effectively and delegates responsibility and decision making appropriately. Supports innovative problem-solving by involving others in identifying and implementing better methods and procedures. Takes the lead in change efforts.
- Establishes and maintains a position of respect and confidence within the water industry. Has the confidence of key stakeholders and peers.
- Displays tenacity in dealing with difficult issues and challenges.

CIRCLE ONE:

5-Outstanding • 4-Above Average • 3-Satisfactory • 2-Needs Improvement • 1-Unsatisfactory • N-Not Observed

COMMENTS: _____

D. COMMUNICATION SKILLS

- Promotes and engages in two-way communication. Plans and conducts meetings which are efficient, effective, and of appropriate frequency and duration.
- Is accessible to Board members, staff, and citizens. Is open and accepting of new ideas, suggestions, and concerns.
- Writes clear and concise memos, letters, and reports which convey all relevant information, using terms appropriate to the audience.
- Clearly and concisely communicates ideas, information, problems, and questions using language appropriate to the listener.
- Uses diplomacy and tact. Relates well to all constituencies.

CIRCLE ONE:

5-Outstanding • 4-Above Average • 3-Satisfactory • 2-Needs Improvement • 1-Unsatisfactory • N-Not Observed

COMMENTS: _____

E. MANAGING FINANCIAL AND MATERIAL RESOURCES

- Identifies revenue enhancements and cost savings to ensure the District accomplishes important short-term and long-term goals.
- Demonstrates innovative and efficient approaches to managing the District’s resources.
- Plans, implements, and directs a comprehensive financial program for the District’s long-range and economic development.
- Presents a clear and comprehensive budget proposal.

CIRCLE ONE:

5-Outstanding • 4-Above Average • 3-Satisfactory • 2-Needs Improvement • 1-Unsatisfactory • N-Not Observed

COMMENTS: _____

F. HUMAN RELATIONS SKILLS

- Consistently strives to be fair and consistent in working relationships and shows respect for others. Shows appreciation for the contributions of staff.
- Is straight-forward in communications, and is capable of being firm when circumstances warrant. Uses criticism constructively and objectively while demonstrating sensitivity to the feelings of others.
- Follows up recommendations, concerns, or complaints as promptly as possible.

CIRCLE ONE:

5-Outstanding • 4-Above Average • 3-Satisfactory • 2-Needs Improvement • 1-Unsatisfactory • N-Not Observed

COMMENTS: _____

G. INTEGRITY

- Demonstrates honest and ethical behavior in all aspects of duties; assumes responsibility for own actions; maintains confidentiality when required.

CIRCLE ONE:

5-Outstanding • 4-Above Average • 3-Satisfactory • 2-Needs Improvement • 1-Unsatisfactory • N-Not Observed

COMMENTS: _____

H. PLANNING AND ORGANIZING

- Anticipates future needs and effectively plans and organizes work to achieve goals; develops short and long range organizational strategies to assure timely completion of objectives; establishes priorities and manages multiple tasks effectively; consistently meets deadlines; maintains a high level of productivity.

CIRCLE ONE:

5-Outstanding • 4-Above Average • 3-Satisfactory • 2-Needs Improvement • 1-Unsatisfactory • N-Not Observed

COMMENTS: _____

I. PROBLEM SOLVING/JUDGMENT

- Sees big picture; identifies and evaluates pertinent issues in all their complexity; arrives at sound, timely decisions after balanced consideration of facts and alternatives; knows when to take independent action and when to seek further board direction; understands consequences of actions; uses good judgment; reads a situation accurately and acts appropriately.

CIRCLE ONE:

5-Outstanding • 4-Above Average • 3-Satisfactory • 2-Needs Improvement • 1-Unsatisfactory • N-Not Observed

COMMENTS: _____

J. OVERALL EVALUATION

CIRCLE ONE:

5-Outstanding • 4-Above Average • 3-Satisfactory • 2-Needs Improvement • 1-Unsatisfactory • N-Not Observed

COMMENTS: _____

Rater Signature: _____

Date: _____