Classification, Compensation & Evaluation Plan

Department Head & Non-Unit Members

This plan is intended to cover and have application to all employees designated as management and not included in a bargaining agreement.

Adopted on:	11/23/2022, Resolution No. 340-22
Amended on:	12/20/2023, Resolution No. 441-23
	12/20/2024, Resolution No. 491-24
	11/25/2025, Resolution No. 427-25

Contents

Management Evaluation & Salary Plan 5
Methodology 5
Task I. Job Analysis Forms 5
Task II. Development of a Grade Plan (Internal Equity) 5
Task III. Development of a Compensation Plan (External Equity) 6
Classification of Positions by Grade Level 7
Grade Plan Characteristic Chart, General Government 7
Grade Level Descriptions, General Government 8
Salary Charts, General Government 9
Grade Plan Characteristic Chart, Legal Regular Positions 10
Grade Level Descriptions, Legal Regular Positions 11
Salary Charts, Legal Regular Positions 11
Grade Plan Characteristic Chart, Sheriff's Office Non-Bargaining Regular Positions 12
Grade Level Descriptions, Sheriff's Office Non-Bargaining Regular Positions 12
Salary Charts, Sheriff's Office Non-Bargaining Regular Positions 13
Application of Compensation Plan 14
Compensation at Appointment 14
Compensation at Reallocation 14
Compensation upon reallocation downward 14
Salary Increases 14
Performance Evaluation 16
DEFINITION OF PERFORMANCE RATING 16
Time Frame – Performance Evaluation Process 18
Appendices 19
Appendix A 20
Appendix B 22
Appendix C 23
Appendix D 26

Management Evaluation & Salary Plan

This plan is intended to cover and have application to all employees designated as management and not included in a bargaining agreement. A standard full-time workday is defined as seven (7) hours or eight (8) hours.

Methodology

The following project methodology was developed and applied in order to ensure compliance by Allegany County ("County") with the New York Pay Equity Act.

Task I. Job Analysis Forms

This task involves the development of "accurate" Job descriptions that describe:
1. *Essential Functions:* where an employee spends the bulk of their time; and
2. *Minimum Qualifications:* the minimum knowledge, ability, and skill that is required to carry out all job duties; and
3. Consistent with both ADA and FLSA regulations.

The process of developing and maintaining accurately weighted job descriptions in a consistent manner was used to grade positions based primarily on what the County requires an employee to do (essential functions) and what the County establishes as the minimum qualifications or comparable value (knowledge, skill and ability) for an employee to carry out their job duties.

Note: A job analysis form is different from and serves a separate purpose than the Allegany County Civil Service Job Descriptions.

Task II. Development of a Grade Plan (Internal Equity)

Position classification is the process whereby positions are compared to one another based on the application of a universal set of position evaluation criteria to measure the comparable value of positions consisting of (5) basic kinds of information:

1. The nature of the work (e.g., duties, responsibilities);
2. The level of the work (e.g., degree of responsibility and complexity);
3. Position requirements (e.g., the minimum knowledge, skill, ability that is required to perform work efficiently and effectively);
4. The minimum level of knowledge (e.g., minimum education and experience); and
5. Working conditions (e.g., the psychological, emotional and physical demands placed on an employee by the work environment).

Please see the *Grade Plan Characteristic Chart* for the characteristics that define each of the proposed grade levels.

The hierarchy of the Grade Plan has been designed consistent with the organizational structure of each County department. As changes occur regarding the provision of municipal services, the Grade Plan should be adjusted in a timely manner to maintain *internal equity* by determining whether a proposed change is significant enough to warrant a change in the compensation of a position and/or an employee.

Task III. Development of a Compensation Plan (External Equity)

Salary ranges have been developed in a consistent manner that are competitive with the market place and the Grade of positions based on what the County requires an employee to do and what the County establishes as the minimum qualifications (i.e., knowledge, ability and skill) or comparable value that is required to carry out the job duties in an effective manner. Survey data was used based on a selection of comparable entities that were selected based on both operational and demographic criteria and was used as a "guide" to establish a competitive salary range for positions within each grade level. It is understood that a salary range(s) should be adjusted by the County as necessary to maintain competitiveness with the marketplace.

The Compensation Plan consists of two (2) pay bands within each Grade's salary range (min/max that are defined as follows:

Hiring Pay Band – Hiring range for a new employee who meets the minimum qualifications of a position consistent with the job analysis form and has the minimum knowledge, ability and skill that is required to perform the essential functions of a position.

Proficiency Pay Band – Competitive range or "going rate" for employees who are experienced and fully qualified to perform the essential functions of a position.

Classification of Positions by Grade Level

Grade Plan Characteristic Chart, General Government (7 hours)

Grade Level	Position Title
I	Journal Clerk
	Secretary to Clerk of the Board
	Secretary to Commissioner of Social Services
	Secretary to Conflict Defender
	Secretary to County Administrator
	Secretary to County Attorney
	Secretary to District Attorney
	Secretary to Director of Economic Development
	Secretary to Director of Planning
	Secretary to Public Defender
	Secretary to Superintendent of Public Works
	Secretary to Sheriff
	Secretary to the Treasurer
II	Assistant to County Administrator
	Assistant to County Attorney
	Associate Planner
	Radio Technician Coordinator
	Deputy County Clerk II
	Deputy County Clerk III
	Emergency Medical Services Coordinator
	Fire Coordinator
	GIS Specialist
	Human Resource Assistant
	Investigative Case Assistant (Public Defender)
	Marketing & Development Specialist
	Paralegal
	Planner
	Senior Paralegal
	Youth Bureau Program Director
III	Deputy Clerk of the Board
	Deputy County Administrator II
	Deputy County Administrator III
	Deputy County Clerk I
	Deputy Director of Economic Development
	Deputy Director of Planning
	Deputy Commissioner of Social Services II
	Deputy County Superintendent of Public Works II

Grade Level	Position Title
IV a	Deputy Commissioner of Social Services
	Deputy County Treasurer
	Deputy Personnel Officer
	Deputy Public Health Director
	Deputy Superintendent of Public Works I
	Director of Veterans Service Agency
	Employment and Training Program Director III
	Executive Secretary
IV b	Deputy County Administrator
	Clerk of the Board
	County Clerk
	Director, Office for the Aging
	Director of Community Mental Health Services
	Director of Economic Development
	Director of Emergency Management
	Director of Planning
	Director of Probation
	Director of Real Property Tax Service II
V	Commissioner of Social Services
	County Treasurer
	Director of Information Technology
	Personnel Officer
	Public Health Director
	County Superintendent of Public Works
VI	County Administrator

Grade Level Descriptions, General Government

Grade Level I

- Works under the **general supervision** of a department head: essential functions are covered by established policies, laws and/or regulations; the employee is required to check with his/her supervisor for advice or instruction.
- No regular level of supervisory responsibility. **(Non-Exempt position)**

Grade Level II

- Works under the general direction of a department head: required to analyze and evaluate to determine the work methods required.
- **Work Leader** level of supervisory responsibility: provides direction, training, or guidance to employees. **(Non-exempt position)**

Grade Level III

- Works under the **general direction** of a department head: required to analyze and evaluate to determine the work methods required.
- **Supervisor's** level of supervisory responsibility: accountable for the performance of employee(s) and takes disciplinary action as necessary. **(Non-Exempt position)**

Grade Level IV a

- **Deputy Department Heads:** Works under the **administrative direction of their department head** – responsible for the performance of a department.
    - **Managerial** level of supervisory responsibility: oversee the performance of employees and a department under the direction of a department head and in their absence. **(Non-Exempt Position)**
- **Department Heads:** Works under the **administrative direction of the County Administrator** – responsible for the performance of a department.
    - **Managerial** level of supervisory responsibility: oversee the performance of employees and a department. **(Exempt Position)**

Grade Level IV b

- Works under the **administrative direction of the County Administrator**– responsible for the performance of a department.
- **Managerial** level of supervisory responsibility: oversee the performance of employees and a department. **(Exempt Position)**
- Grade Level IV is separated into subsections "a" and "b" based on the size, scope of responsibility and general complexity of the department.

Grade Level V

- Works under the **administrative direction of the County Administrator**– responsible for the performance of a **major department** of the County or more than one functional area.
- **Managerial** level of supervisory responsibility oversee the performance of employees and a complex **major department** or more than one functional area. **(Exempt Position)**

Grade Level VI

- Works under the **policy direction of the County Legislature:** responsible for overseeing the performance of all County departments.
- Represents the Legislature and the County.
- **Managerial** level of supervisory responsibility overseeing the performance of all County departments and employees. **(Exempt Position)**

Salary Charts, General Government

Hiring Band

Grade	Base	1	2
I	$43,800	$45,650	$47,450
II	$51,050	$53,150	$55,300
III	$63,800	$66,450	$69,100
IV a	$66,600	$69,650	$72,650
IV b	$72,000	$75,050	$78,050
V	$85,850	$88,400	$90,900
VI	$105,800	$110,200	$114,600

Proficiency Band

Grade	1	2	3	4	5	6	7	8	9	10	11
I	$49,300	$50,750	$52,300	$53,850	$55,500	$57,150	$58,850	$60,600	$62,450	$64,350	$66,300
II	$57,400	$59,150	$60,900	$62,750	$64,600	$66,550	$68,550	$70,600	$72,750	$74,950	$77,200
III	$71,750	$73,900	$76,100	$78,400	$80,750	$83,200	$85,650	$88,250	$90,900	$93,650	$96,500
IV a	$75,650	$77,950	$80,250	$82,650	$85,150	$87,700	$90,350	$93,050	$95,850	$98,750	$101,750
IV b	$82,000	$84,500	$87,000	$89,650	$92,300	$95,100	$97,950	$100,850	$103,900	$107,050	$110,300
V	$93,450	$96,250	$99,150	$102,150	$105,200	$108,350	$111,600	$114,950	$118,400	$122,000	$125,700
VI	$119,050	$122,600	$126,250	$130,050	$133,950	$138,000	$142,100	$146,400	$150,750	$155,300	$160,000

Grade Plan Characteristic Chart, Legal Regular Positions (7 hours)

Grade Level	Position Title
I	Assistant County Attorney
	Assistant District Attorney
	Assistant Public Defender
	Social Services Attorney
III	1st Assistant Conflict Defender
	1st Assistant County Attorney
	1st Assistant District Attorney
	1st Assistant Public Defender
	Senior Social Services Attorney
IV	Conflict Defender
	County Attorney
	District Attorney*
	Public Defender

*Salary for District Attorney is determined by New York State

Grade Level Descriptions, Legal Regular Positions

Grade Level I

- Works under the **general direction of a major department head**– required to analyze and evaluate in order to determine the work methods required.
- **Work leader** level of supervisory responsibility: provides direction and guidance as required to employees of the department. **(Exempt Position)**

Grade Level III

- Works under the **general direction of a major department head**– required to analyze and evaluate in order to determine the work methods required.
- **Supervisor's** level of supervisory responsibility: required to hold employees of the department accountable. **(Exempt Position)**

Grade Level IV

- Works under the **administrative direction of the County Administrator/Legislature and the policy direction of the State:** responsible for overseeing the performance of a department.
- **Managerial** level of supervisory responsibility overseeing the performance of a major department of the County and employees. **(Exempt Position)**

Salary Charts, Legal Regular Positions

Hiring Band

Grade	Base	1	2
I	$ 72,700	$ 74,900	$ 77,150
III	$ 74,900	$ 77,150	$ 79,500
IV	$ 93,200	$ 96,000	$ 98,900

Proficiency Band

Grade	1	2	3	4	5	6	7	8	9	10	11
I	$ 79,500	$ 81,900	$ 84,350	$ 86,900	$ 89,500	$ 92,200	$ 94,950	$ 97,800	$ 100,750		
III	$ 81,900	$ 84,400	$ 86,950	$ 89,600	$ 92,300	$ 95,100	$ 97,950	$ 100,900	$ 103,950	$ 107,100	$ 110,350
IV	$ 101,900	$ 105,000	$ 108,200	$ 111,450	$ 114,800	$ 118,250	$ 121,800	$ 125,450	$ 129,250	$ 133,150	$ 137,150

Grade Plan Characteristic Chart, Sheriff's Office Non-Bargaining Regular Positions (8 hours)

Grade Levels	Position Title
I	Correction Lieutenant
II	Jail Administrator
	Deputy Sheriff Lieutenant
III	Undersheriff
V	Sheriff

Grade Level Descriptions, Sheriff's Office Non-Bargaining Regular Positions

Grade Level I

- Works under the **general direction of the Sheriff:** required to analyze and evaluate to determine the work methods required.
- **Work leader** level of supervisory responsibility: provides direction and guidance to employees being supervised. **(Non-Exempt position)**

Grade Level II

- Works under the **general direction of the Sheriff**: responsible for the performance of a function within the department.
- **Supervisor's** level of supervisory responsibility accountable for the performance of employee(s) and takes disciplinary action as necessary. **(Non-Exempt Position)**

Grade Level III

- Works under the **administrative direction** of the Sheriff: required to analyze and evaluate to determine the work methods required.
- **Supervisor's** level of supervisory responsibility: 2nd in command: oversees department in the event of temporary absence of Sheriff. (**Exempt Position)**

Grade Level V

- Works under the **policy direction of the County Legislature**– responsible for the performance of a **major department** of the County.
- **Managerial** level of supervisory responsibility oversees the performance of a complex major department of the County.
- **Public Contact:** represents a major department and at times the County. **(Exempt Position)**

Salary Charts, Sheriff's Office Non-Bargaining Regular Positions

Hiring Band

Grade	Base	1	2
I	$ 63,650	$ 66,300	$ 68,950
II	$ 64,450	$ 67,150	$ 69,850
III	$ 74,650	$ 77,800	$ 80,900
V	$ 85,850	$ 88,400	$ 90,900

Proficiency Band

Grade	1	2	3	4	5	6	7	8	9
I	$ 71,600	$ 73,750	$ 76,000	$ 78,200	$ 80,550	$ 83,000	$ 85,450	$ 88,100	$ 90,650
II	$ 72,500	$ 74,700	$ 76,950	$ 79,250	$ 81,600	$ 84,050	$ 86,600	$ 89,200	$ 91,900
III	$ 84,000	$ 86,500	$ 89,100	$ 91,800	$ 94,550	$ 97,350	$ 100,300	$ 103,300	$ 106,400
V	$ 93,450	$ 96,250	$ 99,150	$ 102,150	$ 105,200	$ 108,350	$ 111,600	$ 114,950	$ 118,400

Application of Compensation Plan

The intent of the Compensation plan is to hire new employees in at a salary in the Hiring Band allowing the new hire to progress within the compensation steps as their knowledge, skills and abilities increase.

Compensation at Appointment

There will be market conditions influencing recruitment salaries from time to time, which may require an exception to the normal starting salary. These conditions reflect an anomaly in the market, which must be considered in filling a vacancy. The determination to start a new non-unit member or department head above the starting rate will require approval from the County Administrator and fall within the range approved by the Board of Legislature on the request to fill form.

The annual salary for part-time employees covered by this plan will be calculated as follows:

- FTE % Full-time salary rate = part-time annual salary

Elected Official's will start at Step 1 (one) of the Proficiency table of the grade designated for their office. The County Administrator may recommend additional steps if appropriate.

Compensation at Reallocation

When a non-unit member or department head is reallocated or promoted upward, the incumbent's salary will be allocated on Hiring Band, Base Step except that an employee should receive an increase in salary upon reallocation or promotion based on the incumbent's position in the higher-grade range to a step which represents an increase. A department head may request the County Administrator grant additional step movement.

Compensation upon reallocation downward

When a non-unit member or department head is reallocated downward due to demotion, the incumbent's salary will be allocated to a lower grade of compensation, incumbents shall be moved to a step closest to their current rate of pay.

In the event a position compensation grade allocation is reviewed because of a material and significant change in the duties and responsibilities of the position, and the analysis results in the position being allocated to a lower grade of compensation, incumbents shall be moved to a step closest to their current rate of pay.

Salary Increases

Individuals are eligible for step advancement annually. Step increments are not a guaranteed annual increase. Department heads shall recommend to the County Administrator to withhold advancement on a step due to performance issues or significant lessening of performance responsibilities. Where an

employee's step advancement is to be withheld, the employee shall be notified in writing of the decision and may request a meeting with the Department Head, County Administrator, or designee to appeal the decision.

In circumstances where a non-unit employee takes on additional permanent responsibilities, achieves additional education or qualification directly related to their position or shows exemplar service, the department head may recommend, and the County Administrator may grant, additional step placement.

County Administrator may grant, in instances where a department head takes on additional responsibilities, achieves additional education or qualification directly related to their position or shows exemplar service, an additional step placement.

Off-step salary increases: Individuals who have achieved a salary equivalent to Step 9 or greater are not guaranteed an annual increase. If circumstances and performance warrant, the Department Head may recommend, and the County Administrator may annually grant, salary increases between 0% and 6% for individuals in Step 9 or greater. Employees may utilize the appeal process in regard to the salary determination.

Employees wishing to appeal their salary increases may use the forms attached to this policy to submit justification for their request. Appeals will be determined by the County Administrator, who will gather facts necessary from the employee and/or Department Head to make a determination. Employees will receive a final decision as soon as practical. If the County Administrator denies an appeal, that determination may be overruled by the Board of Legislators, who may grant the appeal by Resolution.

Deputy out-of-title pay: If a Department Head is on an approved leave of absence in excess of 30 consecutive calendar days, the Deputy (which includes 1st Assistant Attorneys and the Undersheriff) will receive the salary of Proficiency Step 1 of the Grade associated with the Department Head. In the event that Proficiency Step 1 of the Department Head's Grade is not greater than the Deputy's current pay, the Deputy will receive the salary which represents an increase in the Deputy's pay. If there is more than one Deputy, only the Deputy who is designated as the immediate successor to the Department Head will receive the out-of-title pay.

Deputy out-of-title pay will only apply to the offices of an elected official if the elected official's absence is equivalent to a leave of absence that a non-elected Department Head would be entitled to, such as: medical; FMLA; military; or other leave defined by policy of the Board. The approval of the elected official's leave of absence shall not relieve the elected official of the duties and responsibilities of their office and shall solely be for the purposes of determining if their absence merits granting out-of-title pay to their Deputy. For the purposes of applying this paragraph to the District Attorney's Office, the immediate successor Deputy would receive pay associated with the appropriate Step of Grade IV of the Legal Salary Chart during an approved absence of the District Attorney.

Performance Evaluation

The evaluation of a non-unit member or department head's performance is a sound management tool, which should provide feedback on individual achievement and effectiveness. Performance evaluation of non-unit members or a department head is also a vital part of the Classification, Compensation & Evaluation Plan, providing the basis for movement within the allocated steps. Each non-unit member and department head shall have an annual performance evaluation which will indicate goals and objectives for the evaluation period.
During the evaluation, the non-unit member or department head should develop his/her own goals/objectives for the coming year, and they should be discussed between the non-unit member or department head and his/her supervisor or evaluator and agreed upon. The performance evaluation of the previous year should be reviewed and evaluated at the same time. It shall be the responsibility of the non-unit member or department head to ensure the completion of the agreed upon goals and objectives. If, at any time during the evaluation period, because of conditions outside the influence of the non-unit member or department head (e.g., budgetary, legislation), it becomes apparent that it will be impossible to accomplish a goal or objective, it shall be the responsibility of the non-unit member or department head to initiate with his/her supervisor or evaluator changes in the established goals and objectives.

At the evaluation, all management employees except for elected officials, will be assigned an overall performance rating as follows:

DEFINITION OF PERFORMANCE RATING

There will be four possible outcomes for each evaluation category. The same four outcomes are possible for the overall evaluation.

Performance Rating Descriptions-These descriptions are also located on the Performance Evaluation forms.

Outstanding Performance: Performance is exceptional in all respects. Employee goes above and beyond meeting all performance expectations for the category. (5 points)

Exceeds Expectations: Employee consistently exceeds performance expectations and is an above average performer. (4 points)

Meets Expectations: Performance is generally consistent with expectations for the category. Room for growth and development. (3 points)

Needs Improvement: Performance is frequently below standards and requires improvement. (2 points)

Unsatisfactory: Employee consistently fails to meet expectations and requires immediate corrective action. (1 point)

Overall Evaluation - These descriptions are also located on the Performance Evaluation forms.

Outstanding Performance: 27-30 Total Points for Non-Supervisor; 40-45 Total Points for Supervisor

Exceeds Expectations: 22-26 Total Points for Non-Supervisor; 33-39 Total Points for Supervisor

Meets Expectations: 16-21 Total Points for Non-Supervisor; 24-32 Total Points for Supervisor

Needs Improvement: 11-15 Total Points for Non-Supervisor; 15-23 Total Points for Supervisor

Unsatisfactory: 10 or fewer Total Points for Non-Supervisor; 14 or fewer Total Points for Supervisor

Note: When a non-unit member or department head receives an overall performance evaluation rating of "NEEDS IMPROVEMENT," or "UNSATISFACTORY" the department head or County Administrator will discuss the situation with the Personnel Officer and his/her/their performance shall be re-evaluated as necessary but not longer than three (3) months from receiving such rating. This will provide the non-unit member or department head with an opportunity to improve his/her/their performance and receive an addendum to the performance evaluation and potentially, a salary advancement for the evaluation period. This will also provide the County with an earlier opportunity to review and resolve a performance problem, rather than waiting one year. For specific instructions on how evaluations are to be completed, please read the instructions on the form included in Appendix C.

Time Frame – Performance Evaluation Process

October

- Non-Unit Member's and/or Department Heads should establish annual goals and submit them to immediate supervisor for discussion.

March – April

- Department Head or County Administrator should schedule a check in with subordinate employees. This check in may be a scheduled meeting or email verification.
- Instances where an employee may be underperforming must be referred to Human Resources.

June to July

- Department Head or County Administrator should schedule a second check in with subordinate employees.
- Instances where an employee may be underperforming must be referred to Human Resources.

August to September

- Department Head or County Administrator meets with direct reports to perform review. Department heads meet with subordinate management employees for review. Self-evaluation forms MUST BE completed prior to meeting.
- Department heads discuss subordinate management evaluations with County Administrator.
- Special Appointed Officials Evaluations to be completed by Chairman, Vice-Chairman and designee.
- Personnel Committee initiates Local Law process (10/1).

October

- All evaluations and salary step decisions must be referred to County Administrator. A request to withhold step or offer additional step must be reviewed by Personnel Officer and approved by the County Administrator.

Appendices

A – Sample Goal Setting Form

B – Self Evaluation Form

C – Evaluation Form

D – Compensation Plan Employee Appeal Form

Appendix A

SMART+ Goals Worksheet
S = Specific
M = Measurable
A = Attainable/ or Agreed Upon
R = Realistic
T = Timely - allowing enough time for achievement

S - This part of your goal will answer the "What, Why, and How?" of the goal. Ensure goal is an approach vs an avoidance.

M - Short term goal set to know when the goal has been attained.

A - Ensure that the goal is hopeful and attainable.

R - Ensure that the goal is within reach given current skills, resources, and time.

T - Ensure enough time to achieve the goal. Set smaller goals within the larger goal. + Accountability - How will you be held accountable for this goal?

Micromovements To Achieving Goals

What is my first step I'm willing to take toward my goal?

What am I willing to notice about what is going well?

Where will I keep track of what I'm noticing?

What experiments am I willing to try?

Who will be my accountabilibuddy?

Appendix B

Self-Evaluation Form

This form should be completed and returned to your supervisor prior to the Performance Evaluation meeting.

1. What do you consider to be your major on-the-job accomplishment this year?

2. Were you able to accomplish your stated work-related goals?

3. What were the major challenges you faced this past year?

4. Have you completed any professional development this past year?

5. What can the organization do to help improve your performance and increase your job satisfaction?

6. What goals do you have for the coming year?

Appendix C

Employee Department

Date Supervisor:

Outstanding Performance – 5 points; Exceeds Expectations – 4 points; Meets Expectations – 3 points; Needs Improvement – 2 points; Unsatisfactory – 1 point

Effectiveness: **Point Rating:**
Evaluate the effectiveness of the employee in meeting departmental and overall County goals. Does he/she/they demonstrate knowledge and understanding of job duties, work methods and processes? Does the employee effectively utilize resources and control costs within their ability?
Supervisor Comments:

Planning and Organizing: **Point Rating:**
Is the employee's work organized and completed accurately and on schedule? Does the employee appropriately prioritize tasks? Does the employee demonstrate flexibility in responding to dynamic situations and organizational change?
Supervisor Comments:

Initiative: **Point Rating:**
Evaluate the employee's ability to recognize service delivery or organizational needs and efforts to improve programs or processes. Is the employee a self-starter? Does the employee demonstrate enthusiasm and a passion for their work? Is the employee willing to assist colleagues and team members when needed?
Supervisor Comments:

Judgement: **Point Rating:**
To what extent does the employee execute good judgement consistent with ethical delivery of public services? Is independent judgement exercised when appropriate and is guidance asked for when necessary? Are decisions made by the employee consistent with overall County goals and in accordance with Administrate Code, and state and Federal laws and regulations? Does the employee demonstrate and model respectful and ethical behavior?
Supervisor Comments:

Communication: **Point Rating:**
Does the employee keep their supervisor and key stakeholders informed of progress of tasks and/or problems being encountered? Are informational requests handled on a timely basis and in a professional manner? Are efforts to resolve differences of opinion with other employees or officials sought in a constructive, mature manner? Does the employee react professionally when his/her opinion does not prevail?
Supervisor Comments:

Cooperation: **Point Rating:**
To what extent does the employee contribute towards reaching overall County goals and objectives? Does the employee cooperate with other departments or stakeholders whenever possible? Is the employee a good team member and embrace active collaboration? Are efforts made to creatively overcome obstacles to County objectives?
Supervisor Comments:

****THE FOLLOWOING CATEGORIES ARE FOR EVALUATION OF SUPERVISORS ONLY****
Fiscal Management: **Point Rating:**
How effectively does the supervisor control the costs of staff, materials, and equipment? Does the supervisor consistently stay within budget parameters within their division/department? Does he/she/they make sound decisions that consider cost/benefit and creatively work to reduce expense? If responsible for developing a budget, do they demonstrate the ability to accurately forecast costs and revenues?
Supervisor Comments:

Supervision: **Point Rating:**

Evaluate the supervisor's ability to delegate assignments and ensure they are completed in a timely manner. Does the supervisor know their employees' abilities and how to maximize their talents? Does the supervisor have high standards and hold staff accountable for results? Does the supervisor remain visible and actively communicate with staff? Does the supervisor treat staff equally, giving the same value to all employees?

Supervisor Comments:

Leadership: **Point Rating:**

To what degree has the supervisor/department head established himself/herself/themselves as a leader? Does the supervisor/department head set a positive example for their employees? Does he/she/they inspire confidence and respect for his/her/their abilities from peers and subordinates? Does the supervisor promote the development and professional growth of employees?

Supervisor Comments:

Total Points:

Overall Evaluation:

Outstanding Performance:

27-30 Total Points for Non-Supervisor; 40-45 Total Points for Supervisor

Exceeds Expectations:

22-26 Total Points for Non-Supervisor; 33-39 Total Points for Supervisor

Meets Expectations:

16-21 Total Points for Non-Supervisor; 24-32 Total Points for Supervisor

Needs Improvement:

11-15 Total Points for Non-Supervisor; 15-23 Total Points for Supervisor

Unsatisfactory:

10 or fewer Total Points for Non-Supervisor; 14 or fewer Total Points for Supervisor

Appendix D

Allegany County Department Head / Non-Unit Compensation Plan
Employee Appeal Form

Employee Name: _____ **Title: _____**

Department: _____ **Current Grade: _____**

Date of hire: (Title)_____ **(County) _____**

Please complete first page of this form and submit to your department head. If you are a department head, the signed copy of this form and any documents to be reviewed should be submitted directly to the County Administrator.

Employee Appeal Content:

Please describe in detail why you believe the title listed above is not appropriately graded? (Please provide any documentation such as organizational charts or job analysis forms, which help substantiate your position(s).) *Attach additional paper as needed.*

_____ _____

Signature Date

Department Head Section

Department Head: _____ **Date Received:**_____

Please submit the full document, including any additional documents provided by the employee with your comments to the County Administrator within 14 calendar days of receipt.

Department Head Comments: *Attach additional paper as needed.*

_____ _____

Signature Date

County Administrator Decision

Date Received:_____

Content Reviewed: *(Check applicable)*

- ☐ Employee Appeal Form
- ☐ Job Analysis Form
- ☐ Classification, Compensation & Evaluation Plan
- ☐ Organizational Chart
- ☐ Additional job duty statement
- ☐ Other: _____

Decision: **Granted _____** **Denied _____**

_____

_____

_____

_____

_____

_____

_____

If approved, indicate the new Position Title, Grade, Salary, and effective date of change.

New Position Title: _____

Grade: _____

Step: _____

Implementation date: _____

Committee Referral date: _____

Signature	Date