Agenda

11:30 AM Welcome and Introductions
11:35 AM Emergency Preparedness
12:10 PM Massachusetts New Earned Sick Time Law
12:20 PM Performance Management Process
  – Feedback and Brainstorming Session
12:55 PM Announcements/Reminders
1:00 PM Adjourn
Emergency Preparedness
Emergency Management Orientation
Critical Incident Defined

An *extraordinary* event which places *lives and property in danger* and requires the commitment and coordination of numerous resources to bring about a successful resolution.
Why We Plan

• Violence, e.g. Active Shooter
• Political Unrest, e.g. The Occupy Movement
• Natural Disasters
• Health Crises, e.g. food poisoning, food-borne diseases, Pandemic flu
• Facilities and Infrastructure Failures
Amherst College Plan

Amherst College has created a preparedness and response plan for emergencies that incorporates three major goals:

- **Life Safety**
- **Property Preservation**
- **Business Continuity**

In order to meet these goals, the College has:

- Established an **Incident Command System**
- **Created written plans** for predictable occurrences and flexible plans for unpredicted occurrences
- **Created a physical infrastructure** that supports the operation of the College
- **Engaged a team of professionals** from collaborative functions on campus, such as the Office of Student Affairs, Health Services, Police, Environmental Safety, Facilities, Dining Services and Senior Management
Emergency Management Core Group

Chief of Campus Operations– Jim Brassord
  Alternate:  Tom Davies

Police Chief/Director of Public Safety– John Carter
  Alternate:  Ed Zaniewski

Environmental Health and Safety Director- Rick Mears
  Alternate:  Kristi Ohr

Chief Communications Officer-Pete Mackey
  Alternate:  Caroline Hanna
What Is Incident Command?

• The Incident Command System is a **systematic way of managing available resources** in an emergency or rapidly unfolding situation
• Incident Command is a “**best practice**” for colleges to plan their response to incidents
• Incident Command is **flexible and scalable** and can be used for incidents of any type, scale, or complexity
Amherst College Incident Command System

Policy Group
- President
- Senior Administration

EOC
- Emergency Management Group Delegates
- Emergency Director

Command Post
- Incident Commander
- Group Leaders, e.g. Facilities, Police, EH&S
Staffing Considerations

• Staffing considerations are always based on the needs of the incident
• Personnel are based on the complexity and scope of the incident
• Not every role is filled every time
Policy Group

• **Defines objectives** and makes policy and priority based on situational needs and the Emergency Preparedness Plan.
  
  e.g. Resource allocation, major communications strategy, decisions to close the college, to cancel classes etc.

• **Oversees resource coordination** and support to the on-scene command through the Emergency Operations Center.

• The Policy Group may also **convene at a location separate and distinct** from the Emergency Operations Center.
Emergency Operation Center

- **EOC is the physical location** where an organization comes together during an emergency to coordinate response and recovery actions and resources.

- Location is where the **coordination of information and resources** takes place.

- **Not an incident command post**; rather, it is the operations center where coordination and management decisions are facilitated.
Emergency Management Group

• The Emergency Management Group consists of key institutional department or office leaders

• Emergency Management Group participates at the Emergency Operations Center according to situational needs
Departmental Responsibilities

Building/Department Emergency Plan

• Department specific
  • Designed to assist the emergency preparedness team with planning for events that may happen within your department.

• **Who are contacts for your department?**
  • 2nd or 3rd alternate is better

• **We may need to disseminate information quickly to faculty and staff**
  • Dispatcher won’t be able to do this.
  • Establish a telephone list
    • Secure storage location in the office and at home

• **Department Concerns/Hazards**
  • What are they?
    • Animal Care Facilities, Expensive or Sensitive Equipment, Irreplaceable Documents
  • Who are the responsible individuals?

• **Departmental Emergency Equipment/Supplies – Where?**

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**AMHERST COLLEGE**

Departmental Emergency Plan

Date _____ / _____ / _____

Department: __________________________________________

Building: _____________________________________________
  • Floor or Area: ______________________________________

Department Emergency Liaison(s):
Primary: ___________________________ E-mail: ________________
Cell Phone: (___) ___-____
Secondary: _________________________ E-mail: ________________
Cell Phone: (___) ___-____

Evacuation Assembly Area(s):
Identify area(s) of Accountability by Department;

<table>
<thead>
<tr>
<th>Department</th>
<th>Accountability Area</th>
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Meeting location for Fires, Fire Alarms and Hazardous Material Incidents without Chemical Exposure
Must be 50’ away from building

**Internal Telephone Notification List** – Department specific, all inclusive telephone notification list for emergency use only

• Secure Location of Department Notification List: ______________________________
Active Shooter

RUN-----HIDE-----FIGHT

1. Evacuate
   – Plan an escape route
   – Keep your hands in plain sight as you flee the area for your safety, and the safety of the responding police department(s)

2. Hide Out
   – Hide in an area out of the shooter’s view
   – Lock the doors to the area or room
     • Door locks on campus are different. Learn how to lock doors in advance
     • Classrooms, lecture halls, offices and residence hall rooms can be locked
   – Block doors with heavy objects, most importantly if unable to lock
   – Move away from windows and close blinds, curtains and shades

3. Fight Back
   – As a last resort and only when your life is in danger, attempt to incapacitate the shooter.
     • Throw heavy or sharp objects at the shooter, such as fire extinguishers, bricks, bottles
     • Throw chemical and cleaning agents at the face
Locking Doors in Academic Buildings

• If you receive an **AC Alert** about an Active Shooter, regardless of your location on campus... **LOCK DOWN!**
  – Many of the doors on campus have different types of locks.
    • **Important** – Know how to lock all of your doors in advance
    • Above the door handle, along the edge of the door, or is it a bar?
  – Once locked, check to see that the door cannot be opened from the exterior side.
    • **Remember** – All doors can be opened from inside.
      – Is it definitely locked on the outside?
• Do **not** unlock your doors or leave the room until you receive an **ALL CLEAR** from the AC Alert System
  – Do not open the door to the room, even if the person on the other side indicates that they are with the Police Department
    • Our Police Officers have keys, they don’t need you to unlock the door
Active Shooter
When Law Enforcement Arrives

- Remain calm and follow officer’s instructions
- Immediately raise your hands and spread fingers wide
- Keep hands visible at all times
- Avoid making sudden movements towards police or grabbing them
- Do not stop police officers to ask for assistance or ask directions with evacuations.
  
  — Proceed to the area from which the officers are entering

- If possible, provide officers with the location, number and description of shooter(s)
Suspicious or Violent Persons

- Notify the Amherst College Police Department as soon as possible.
  - Tell the dispatcher what it is about the person’s behavior that causes you concern.
  - Provide the best description of the person(s) possible
    - Female or Male
    - Approximate age and height of the person(s)
    - Description of clothing
    - Any distinguishing marks and tattoos
    - The persons last known location, or the direction of travel
  - Do not confront the person(s)
    - If you can monitor the travel of the person from a safe distance and keep the police department up to date, that would be helpful.
Fire Alarm

- **Faculty, Staff and Students must EXIT the building**
  - Always leave the building through the closest Exit door, even if door is “alarmed” (i.e. Alumni Gym & Frost Library)
  - Be at least 50’ from the building

- **Do not block doors, or Fire Department access to building**
  - RC’s should meet Amherst College Police Department at front entrance of the building to report persons in the building, or the location of the fire, if known.

Mobility impaired occupants (including temporary disabilities) should remain in their room.

Defend in place – All Fire alarm and Sprinkler Systems are operational
If necessary, have a person stay with the person who is mobility impaired
Report their location to the responding Police Officer
Medical Emergencies

• Report all Medical Emergencies (413) 542-2111
  • Be prepared to provide the dispatcher with your name, location, number of patients, what happen, any first aid being provided and your telephone number for call back purposes.

  – Stay with the patient until medical assistance arrives
    • provide the necessary first aid care, if you have been trained
      – Remember – almost anything can be used to stop bleeding, provided its clean.
    • provide emotional support for the patient until medical help arrives.

  – Never move the patient, unless they are in immediate danger
    • Example: middle of a dark road with heavy traffic, or they are under something which is about to fall.

  – Blood and body fluids are considered hazardous until proven otherwise.
    • Reduce the risk to others by closing and locking the door(s) or cordon off the area until the area(s) have been properly cleaned.
Medical Emergencies

- **Unconscious** or **Unresponsive** patient(s)
- **Alcohol** and **Drug** related abuse and illness
- **Bleeding** – if it requires more than a Band Aid
- **Breathing difficulty**, or breathing in a strange manner
  - Rapid breathing, shortness of breath, wheezing....
- **Broken bones**, dislocations, sprains and strains
- **Chest pain** or pressure
- **Diabetic** emergencies
- **Electric shock**
- **Falls**, which may include head, neck and spine injuries
- **Flu** and flu-like symptoms
- **Seizures**
  - Significant head or stomach aches that does not go away (20 min)
- **Strokes** – slurred speech, tingling fingers and/or dizziness
  - Neurological abnormalities
- **Unknown** conditions and illnesses
Fire & Smoke Conditions

Fire and Smoke Conditions

- **Close the door to contain the fire or smoke**
  - Make sure there is no one in the room, before closing the door
- **Alert person(s) in the area**
- **Pull the fire alarm and then call (413) 542-2111**
  - Fire Alarm Pull Stations are located at the top of stairs and by the building exit doors
  - If you do **not** call the Police Department, only 1 fire engine will arrive
    - Reporting fire or smoke in the building (by phone) will increase fire department response (engines, ladders etc)
- **Evacuate the building, or Extinguish the fire**
  - Do **not** use a fire extinguisher, unless you have been trained, and it is “safe” to do so
Emergency Numbers

Emergency (413) 542 – 2111
Ambulance, ACEMS, Fire, Hazardous Materials and Police
Report all Emergencies

AC Data
Log into and complete
Receive AC ALERTS on your mobile devices

_warnings for natural disasters, severe weather, accident information, Amber Alerts and other public safety notifications.

www.ping4.com

ping4alerts!
Communication Protocols

• **Communications will come from;**
  – Amherst College Mass Notification System (AC Alert)
    • Life-threatening situations **only**!
    • Test – once/semester for siren and message distribution
    • Amherst College website will become emergency specific
  – E-mails will be the preference for slower, less significant issues
    • Notifications will come from the Office of Communications or the Police Department
  – Emergencies such as public health issues will be communicated by e-mail for the campus.
    • ACEMS, EH&S and Health Services work closely together on public health issues.
# Know the Plan!

## AMHERST COLLEGE

**EMERGENCY PROCEDURES**

79 South Pleasant St

<table>
<thead>
<tr>
<th>Emergency Number</th>
<th>(413) 542-2111</th>
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<tr>
<td><strong>Emergency</strong></td>
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<tr>
<td>Ambulance, Fire and Police</td>
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<tr>
<td><strong>Non-Emergency</strong></td>
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<tr>
<td>Amherst College Police Department</td>
<td>(413) 542-2291</td>
</tr>
<tr>
<td>Environmental Health &amp; Safety</td>
<td>(413) 542-8189</td>
</tr>
<tr>
<td>Facilities</td>
<td>(413) 542-2234</td>
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</tbody>
</table>

### FIRE ALARM

1. **Evacuate the building through the closest EXIT door**
   - All employees and visitors are required to evacuate.

2. **Once outdoors, each department must proceed to a designated “Accountability” Area**
   - Accountability Areas are pre-determined locations for faculty, staff, students and visitors to meet confirming that the evacuation was complete, as required.
   - Accountability Areas should not be located in close proximity to an Exit door, or up against the building, as fire department operations will be initiated from these locations.
   - **Accountability Areas**
     - Five Colleges: SE of building on lawn/sidewalk of Hitchcock House
     - Human Resources: West Parking Lot - Northwest
     - Investments: West Parking Lot - Center
     - Public Affairs: West Parking Lot - Southwest by Hitchcock House

3. **Remain outdoors until Fire Alarm has been “silenced” and permission to re-enter has been permitted by the Amherst Fire Department and/or Amherst College Police Dept.**

### FIRE

1. **Notify persons in the area, and the close the door to the room to contain the Fire**

2. **Pull the Fire Alarm**
   - Fire Alarm Pull Stations are located at the Exit doors, including stairwell Exits

3. **Contact Amherst College Police Department**
   - (413) 542-2111
   - Call from a “safe” location
   - Reporting “Fire” or “Smoke” in the building will increase expand Fire Department response

4. **Evacuate or Extinguish**
   - Use a portable Fire Extinguisher only if you have been trained, and the fire is contained to a small area or container, and you feel comfortable with same.

### MEDICAL EMERGENCY

- (413) 542-2111

- If you come upon a person who is experiencing any of the following: bleeding, difficulty breathing, significant pain, or is disoriented or unconscious call the emergency number x2111

### SUSPICIOUS ACTIVITY or PERSON

- (413) 542-2111

- If you identify a suspicious activity or person, contact the Amherst College Police Department

- Provide the dispatcher with a thorough description of the person(s), including approximate age and height, the clothing being worn and any other distinguishing characteristics.

If you would like additional Emergency Preparedness training, please contact the Amherst College Police Department or Environmental Health & Safety

[https://www.amherst.edu/emergency/emergency-preparedness](https://www.amherst.edu/emergency/emergency-preparedness)
Questions
Massachusetts New Earned Sick Time Law
Mass New Earned Sick Time Law

• Effective July 1, 2015, the Commonwealth of Massachusetts implemented the Earned Sick Time Law.
  – Under this new law, time earned may be used when the employee or the employee’s child, spouse, parent, or parent of a spouse is sick, has a medical appointment, or has to address the effects of domestic violence.
  – The law will primarily affect casual and student employees who will now earn, and may take, paid sick time according to the rules outlined by the law.

• Amherst College already provides employees in a regular, benefited position with sick and family medical leave time at a rate that exceeds that required by the law, and these accrual rates will not change.
Mass New Earned Sick Time Law

Earned Sick Time

Earned sick time is time off from work accrued by an employee during hours worked to allow an employee to:

1. care for the employee’s child, spouse, parent, or parent of a spouse, who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;

2. care for the employee’s own physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;

3. attend a routine medical appointment or a routine medical appointment for the employee’s child, spouse, parent, or parent of spouse;

4. address the psychological, physical or legal effects of domestic violence; or

5. travel to and from an appointment, a pharmacy, or other location related to the purpose for which the time was taken.
Accrual of Earned Sick Time

• Employees accrue earned sick time on all hours worked at a rate of one hour of earned sick time for every 30 hours worked, including overtime hours, up to a cap of 40 hours per fiscal year.

• Employees accrue earned sick time only on hours worked, not on hours paid when not working. For example, employees do not accrue earned sick time during vacation, paid time off, or while using earned sick time.

• Once employees have accrued 40 hours of earned sick time during the benefit year, they do not continue to accrue more hours of earned sick time regardless of the additional hours they work.

• At the end of the benefit year, an employee may rollover up to 40 hours of unused earned sick time to the next fiscal year.

• Earned sick time is accrued based on the hours worked by an employee during each pay-period. The accrued time is reported on the employee’s pay advice, and is viewable by the supervisor on AC Data.
Mass New Earned Sick Time Law

Use of Earned Sick Time

• Employees have the right to use 40 hours of earned sick time per fiscal year if the employee works sufficient hours to earn the time.
• An employee may not use earned sick time if the employee is not scheduled to be at work during the period of use.
• The smallest amount of sick time an employee can use is one-quarter hour (15 min).
• Time charged should be reported using the earnings code “ACS”.
• Earned sick time may not be invoked as an excuse to be late for work without an authorized purpose noted earlier.
• An employee may not accept a specific shift assignment with the intention of calling out sick for all or part of that shift.
• Amherst College may not require an employee to make up time off from work as a condition of using earned sick time.
Use of Earned Sick Time (Cont.)

• If an employee is committing fraud or abuse by engaging in an activity that is not consistent with allowable purposes for earned sick time under this law, Amherst College may discipline the employee for misuse of sick leave.

• If an employee is exhibiting a clear pattern of taking leave on days just before or after a weekend, vacation, or holiday, an employer may discipline the employee for misuse of earned sick time, unless the employee provides verification of authorized use under this law.

• Employees begin accruing earned sick time on the first date of actual work and may begin to use any accrued earned sick time 90 days following their first dates of actual work, regardless of the number of days worked during the 90-day period.

• Following a break in service of between four and 12 months, an employee shall maintain the right to use earned sick time accrued before the break in service if the employee’s unused bank of earned sick time equals or exceeds 10 hours.

• Following a break in service of up to twelve months, employees maintain their vesting days from the employer and do not need to restart the 90-day vesting period.
Mass New Earned Sick Time Law

Payment of Sick Time

• Sick time is paid according to the amount that an employee is regularly paid for each hour of work.

• For employees who work more than one job with the College and receive different pay rates for hourly work, the sick time payment is based on the wages the employee would have been paid for the hours absent during use of earned sick time if the employee had worked.

• The same hourly rate shall not include overtime, holiday pay, or other premium rates. However, where an employee’s regular hourly rate is a “differential rate,” meaning a different wage rate paid for the same work performed under differing conditions (e.g. a night shift), the “differential rate” is not a premium.

• When used, earned paid sick time must be paid on the same schedule as regular wages are paid.
Mass New Earned Sick Time Law

Notice of Use of Earned Sick Time

- Employees must notify their supervisors, or other designated person, before they use earned sick time, except in an emergency.
- Earned sick time cannot be used as an excuse to be late for work without an authorized purpose under this law.
- For foreseeable or pre-scheduled use of earned sick time, seven days’ notice is required, except where the employee learns of the need to use earned sick time within a shorter period.
- Notice required for unforeseeable absences is what is reasonable under the circumstances, recognizing that there are certain situations such as accidents or sudden illness for which advance notice might be infeasible.
- An employer may require employees to use reasonable notification systems the employer creates, provided that the employees shall be allowed to communicate with the employer in a manner the employee customarily uses to communicate with the employer for absences or requesting leave.
Notice of Use of Earned Sick Time (Cont.)

• An employee may provide notice without explicitly referencing the of M.G.L. c. 149, § 148C, or using the term “earned sick time” so long as the employer is on notice that the employee intends to use accrued time for a proper purpose.

• Employers may seek verification of authorized use from a parent or guardian if they have reasonable suspicion that an employee, age 17 or under, is misusing earned sick time, unless verification would create a health and safety risk or hardship to the employee.
Mass New Earned Sick Time Law

Documentation of Use of Earned Sick Time

• For multi-day absences, notification is required of the expected duration of the leave or, if unknown, then on a daily basis from the employee or the employee’s surrogate (e.g. spouse, adult family member or other responsible party), unless the circumstances make such notice unreasonable.

• An employer may require written documentation for an employee’s use of earned sick time that:
  a) exceeds 24 consecutively scheduled work hours;
  b) exceeds 3 consecutive days on which the employee was scheduled to work;
  c) occurs within 2 weeks prior to an employee’s final scheduled day of work before termination of employment, except in the case of temporary employees (i.e. “temp workers”);
  d) occurs after 4 unforeseeable and undocumented absences within a 3-month period; or
e) for employees aged 17 and under, occurs after 3 unforeseeable and undocumented absences within a 3-month period.

- Written documentation that may be required includes:
  a) Written documentation signed by a health care provider indicating the need for the earned sick time taken; or
  b) With regard to indicating the need of leave related to domestic violence, any of the following:
     i) a restraining order or other documentation of equitable relief issued by a court of competent jurisdiction;
     ii) a police record documenting the abuse;
     iii) documentation that the perpetrator of the abuse has been convicted of one or more of the offenses enumerated in M.G.L. c. 265 where the victim was a family or household member;
iii) documentation that the perpetrator of the abuse has been convicted of one or more of the offenses enumerated in M.G.L. c. 265 where the victim was a family or household member;

iv) medical documentation of the abuse;

v) a statement provided by a counselor, social worker, health worker, member of the clergy, shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abuse on the employee or the employee’s family; or

vi) a signed written statement from the employee attesting to the abuse.

• The employer may never require, as a condition of granting, using, or verifying earned sick time, that an employee provide documentation to explain the nature of the illness or the details of the domestic violence.
• All evidence of domestic violence experienced by an employee, including the employee’s statement and corroborating evidence, shall not be disclosed by the employer unless written consent for disclosure is given by the employee at the time the evidence is provided.

• Where documentation is required, employees who do not have health care coverage through a private insurer, the Massachusetts Healthcare Connector and related insurers, or an employer that provides health insurance to employees may provide a signed, written statement evidencing the need for the use of the earned sick time, without being required to explain the nature of the illness, in lieu of documentation by a health care provider. Employers may use the Attorney General’s model form as a guide for their own policies and may include a check-off listing of the statutory reasons for permissible use of earned sick time on such form. Employers using their own verification form shall not require any additional information than what is required by M.G.L. c. 149, § 148C.
Mass New Earned Sick Time Law

Documentation of Use of Earned Sick Time (Cont.)

- Documentation may be submitted to an employer in hand or by any reasonable method, including e-mail.
- Employees must submit such documentation within seven (7) days after the taking of earned sick time for which such documentation is required, unless, for good cause shown, an employee requires more time to provide such documentation.
- If an employee fails to comply without reasonable justification with the documentation requirements of the employer as described in 940 CMR 33.06, the employer may recoup the sum paid for earned sick time from future pay, as an overpayment. Employees must be put on notice of this practice.
- If the employee fails to provide documentation for unpaid earned sick time, the employer may deny the future use of an equivalent number of hours of accrued earned sick time until documentation is provided, but may not otherwise take adverse action.
Employers may require employees to personally verify in writing that they have used earned sick time for allowable purposes after using any amount of sick leave, provided that the employee shall not be required to explain the nature of the illness or the details of the domestic violence. Employers may use the Attorney General’s model form as a guide for their own policies and may include a check-off listing of the statutory reasons for permissible use of earned sick time on such form. Employers using their own verification form shall not require any additional information than what is required by M.G.L. c. 149, § 148C.

An employer may require an employee to provide a fitness-for-duty certification, a work release, or other documentation from a medical provider before an employee returns to work after an absence during which earned sick time was used if such certification is customarily required and consistent with industry practice or state and federal safety requirements and reasonable safety concerns exist regarding the employee’s ability to perform duties. “Reasonable safety concerns” means a reasonable belief of significant risk of harm to the employee or others.
Mass New Earned Sick Time Law

Prohibition on Retaliation and Non-interference

• It is unlawful for any employer to interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right provided under or in connection with this section, including, but not limited to, using the taking of earned sick time under M.G.L. c. 149, § 148C, as a negative factor in any employment action such as evaluation, promotion, disciplinary action, or termination, or otherwise subjecting an employee to discipline for the use of earned sick time under M.G.L. c. 149, § 148C.

• It is unlawful for any employer to take any adverse action against an employee because the employee opposes practices which the employee reasonably believes to be in violation of M.G.L. c. 149, § 148C, or 940 CMR 33.08, or because the employee supports the exercise of rights of another employee under M.G.L. c. 149, § 148C. Exercising rights under M.G.L. c. 149, § 148C, shall include but not be limited to filing an action, or instituting or causing to be instituted any proceeding, under or related to M.G.L. c. 149, § 148C; providing or intending to provide any information in connection with any inquiry or
Mass New Earned Sick Time Law

Prohibition on Retaliation and Non-interference

proceeding relating to any right provided under M.G.L. c. 149, § 148C; or testifying or intending to testify in any inquiry or proceeding relating to any right provided under M.G.L. c. 149, § 148C, or 940 CMR 33.00.

Examples of adverse actions include but are not limited to:

a) denying use or delaying payment of earned sick time;
b) terminating an employee;
c) taking away work hours;
d) negatively altering the terms or conditions of employment;
e) disciplining an employee under the employer’s attendance policy;
f) giving an employee undesirable assignments or schedule changes;
g) giving false negative references for future employment;
Prohibition on Retaliation and Non-interference (Cont.)

h) making false criminal reports to authorities about the employee;
i) reporting an employee to immigration authorities; or
j) threatening an employee with any of the adverse actions listed in 940 CMR 33.08.

Please contact the Office of Human Resources at 413-542-2372 with any questions you may have about the new Earned Sick Time Law.
Performance Management Process
PMP 2015

- Feedback
- Brainstorming Session
## Performance Evaluations FY2012-14

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<td>435</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

| **TA - No Ratings**    |       |      |       |       |       |      |
| Received               | 86    | 64.2%| 85    | 64.9%| 78    | 54.2%|
| Not Received           | 48    | 35.8%| 46    | 35.1%| 66    | 45.8%|
| **Total**              | 134   | 100% | 131   | 100% | 144   | 100% |
# PMP Results - 2015

<table>
<thead>
<tr>
<th>Overall Rating</th>
<th>Staff</th>
<th>%</th>
<th>Trustee Appointed</th>
<th>%</th>
<th>Total Evaluations</th>
<th>Total %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceptional</td>
<td>60</td>
<td>13.45%</td>
<td>19</td>
<td>15.83%</td>
<td>79</td>
<td>13.95%</td>
</tr>
<tr>
<td>Highly Effective (Consistently Exceeds)</td>
<td>186</td>
<td>41.70%</td>
<td>51</td>
<td>42.50%</td>
<td>237</td>
<td>41.87%</td>
</tr>
<tr>
<td>Effective (Successfully Achieves)</td>
<td>190</td>
<td>42.60%</td>
<td>48</td>
<td>40.00%</td>
<td>238</td>
<td>42.05%</td>
</tr>
<tr>
<td>Achieves Most</td>
<td>10</td>
<td>2.25%</td>
<td>2</td>
<td>1.67%</td>
<td>12</td>
<td>2.13%</td>
</tr>
<tr>
<td>Does Not Meet</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>446</td>
<td>100.00%</td>
<td>120</td>
<td>100.00%</td>
<td>566</td>
<td>100.00%</td>
</tr>
</tbody>
</table>
Announcements/Reminders
Announcements/Reminders

- Next Supervisory Forum – December 3\textsuperscript{rd} or 10\textsuperscript{th}
- ESL Classes – September 15th – April 26th
- Requests for Casual Increases
- Deadlines for HSA and Dependent Care Claims
  - September 15\textsuperscript{th} for claims
  - October 15\textsuperscript{th} for submission
- Salary and non-exempt leave time information is now available on AC Data
Future Meetings

Let us know what you want to know!
Questions?
Thank you for your participation!