

MEETING DATE: August 24, 2017

TITLE: Re-Affirmation of formal performance appraisal process for all MCWD employees

RESOLUTION NUMBER: 17-XXX

PREPARED BY: Lars Erdahl

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TELEPHONE:

REVIEWED BY: Administrator Counsel Program Mgr. (Name): _____
 Board Committee Engineer Other

WORKSHOP ACTION:

<input type="checkbox"/> Advance to Board mtg. Consent Agenda.	<input checked="" type="checkbox"/> Advance to Board meeting for discussion prior to action.
<input type="checkbox"/> Refer to a future workshop (date): _____	<input type="checkbox"/> Refer to taskforce or committee (date): _____
<input type="checkbox"/> Return to staff for additional work.	<input type="checkbox"/> No further action requested.
<input type="checkbox"/> Other (specify): _____	

PURPOSE or ACTION REQUESTED: Board of Managers re-affirms the importance and requirement for a formal and well-documented performance appraisal process for all employees.

PROJECT/PROGRAM LOCATION:

PROJECT TIMELINE: Implement immediately and ongoing

PROJECT/PROGRAM COST: N/A

PAST BOARD ACTION:

November 2014: Board adopted MCWD Governance Manual

June 2015: Board of Managers delegates the administrator to update, complete and maintain the Employee Handbook in accordance with applicable legal requirements as the rules and protocols for management of the human resources function of the MCWD Operations and Support Services Department, amending and superseding the existing Employee Handbook

SUMMARY: The Minnehaha Creek Watershed District Board of Managers re-affirms the importance and requirement for a formal and well-documented performance appraisal process for all employees. Appraisals for senior leadership employees have been conducted in an informal manner, but from this point forward will fully comply with the Performance Appraisal Process for all employees, as defined in the *Minnehaha Creek Watershed District Employee Handbook, Human Resources Practices and Procedures* (October 2015).

RESOLUTION

RESOLUTION NUMBER: 17-XXX

TITLE: **Re-Affirmation of formal performance appraisal process for all MCWD employees.**

WHEREAS the Board of Managers has adopted and regularly updated and amended a complete set of governance policies to institutionalize sound management of the District's business, finances and affairs;

WHEREAS by action at its November 20, 2014 meeting, the Board of Managers adopted an updated, consolidated and definitive Governance Manual, which included governance policies pertaining to the Board of Managers' role in the hiring of MCWD department heads and the delegation of authority to the administrator;

WHEREAS following from the effort to modernize MCWD human resources function and in accordance with direction from the Board of Managers at the May 29, 2014 meeting, MCWD staff worked with Springsted consultants to draft an updated Employee Handbook to ensure MCWD recruiting, hiring and employment practices comport with applicable legal requirements and best practices for governmental entities of comparable size;

WHEREAS the Board of Managers delegated to the administrator – with advice and consent of counsel and the advice of the MCWD human resources consultant and the MCWD Operations and Support Services Director – to update, complete and maintain the Employee Handbook in accordance with applicable legal requirements as the rules and protocols for management of the human resources function of the MCWD Operations and Support Services Department, amending and superseding the prior Employee Handbook;

WHEREAS the MCWD Operations and Support Services Director led an effort to update the Employee Handbook that was completed in October 2015, which included a thorough description of the performance appraisal process in *Section IV: Personnel Files and Human Resources Administration; F. Performance Appraisal Process*;

WHEREAS appraisals for senior leadership employees have been conducted in an informal manner, but from this point forward will fully comply with the Performance Appraisal Process for all employees, as defined in the Minnehaha Creek Watershed District Employee Handbook;

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers re-affirms the importance and requirement for a formal and well-documented performance appraisal process as defined in the Employee Handbook for all Minnehaha Creek Watershed District employees.

Resolution Number 17-XXX was moved by Manager _____, seconded by Manager _____.
Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: _____.

Secretary Date: _____