

Supplemental PDP for Redeployed/Reassigned Employees**Year: 2020**

First Name: _____ Last Name: _____ Employee ID: _____

Home Agency: _____ Redeployed/Reassigned Agency _____

Redeployed/Reassigned Job Title _____ Start Date: _____ End Date _____

 100% Redeployed/Reassigned Part-time Redeployed/Reassigned: _____ average number of hours per week**Core Job Performance Measures**

- The employee's performance is unacceptable.
- The employee's performance needs improvement
- The employee's performance meets expectations
- The employee's performance surpasses expectations
- The employee's performance is exceptional

Did the employee adhere safety protocols? Yes No Comment: _____**Did the employee adhere to COVID related policies and procedures?** Yes No Comment: _____**Behavior Expectations**

Salt Lake County's Core Values define how employees serve our colleagues and community every day.

Core Values - Respect, Integrity, Care, Excellence

Did the employee meet these core values? Yes No Comment: _____**Did the employee meet attendance and schedule expectations?** Yes No Comment: _____**Overall, how well did this employee perform? Check One**

- 1=Unacceptable Performance
- 2 = Needs Improvement
- 3=Meets Expectations
- 4=Surpasses Expectations
- 5=Exceptional Performance

Manager/Supervisor Name: _____ Signature: _____

Employee Acknowledgement: _____ Date: _____

Supplemental PDP for Redeployed/Reassigned Employees Guidance

Purpose

The purpose of this Supplemental Performance and Development Plan (PDP) is to rate an employee's performance and behavior while on reassignment/redeployment for greater than a 2-month (8 weeks) period. This document will be combined with the employee's annual PDP from their home agency to ensure a holistic review of performance for the entire year.

Responsibilities

Redeployed Manager/Supervisor

Please complete this form to the best of your knowledge for all employees you oversee. Also include one or two sentences in the comment section regarding their performance and behavior. Upon completion, please email the form to HRData@slco.org.

Reassigned Manager/Supervisor

Please complete this form to the best of your knowledge for all employees you oversee. Also include one or two sentences in the comment section regarding their performance and behavior. Upon completion, please email the form to April Sosa, ASosa@slco.org.

Home Agency Manager/Supervisor

As a manager, you are expected to complete an annual PDP for each of your employees. This supplemental PDP should be included with any reassigned/redeployed employee you manage. It can serve as a new employee goal or it can replace an existing goal(s) that was/were not achieved due to reassignment/redeployment. This will require the job goals, job duties and behavior expectations on the existing PDP to be reweighted.

Each performance objective should be assigned a weight that reflects the time and/or value represented by that performance objective. Weights for all the performance objectives will total 100. When considering the redeployment/reassignment weight, time in the role will be the primary indicator. Below are suggested weights based length of redeployment/reassignment.

2 to 6 months = 30

6 to 9 months = 40

9 months + = 50

When rating the new redeployment/reassignment goal, use the overall performance rating identified in the Supplemental PDP. Also, consider the scores related to behavior expectations identified in the Supplemental PDP when determining your rating for Behavior Expectations.

If you have questions regarding dates for redeployment/reassignment, employee numbers (EIN) or other information regarding the supplemental PDP completion contact April Sosa ASosa@slco.org for Health Department employees and CovidStaffingRequest@slco.org for all other employees.

Definitions

Home Agency: The agency where an employee usually works

Reassigned: An employee who is tasked with a new assignment/job within their home agency

Redeployed: An employee who is tasked with a new assignment/ job outside of their home agency

Partially Redeployment/Reassignment: Hours spent at a job/assignment that is not the employees' primary job.

Performance Appraisal Ratings

1=unacceptable performance (the employee does not meet performance expectations for most essential functions)

2=needs improvement (the employee satisfactorily fulfills only some of the performance expectations for the position)

3=meets expectations (the employee satisfactorily fulfills the basic performance expectations for the position)

4=surpasses expectations (the employee meets and often exceeds the performance expectations for the position)

5=exceptional performance (the employee consistently exceeds performance expectations for the position)