



HR Update

December, 2015



Annual Performance Reviews

For many of you, sometime during the next three months you will be asked to take part in your annual performance review. Let's talk a little about the process and how you can approach it.

What to expect...

The annual performance review is your opportunity to take part in an interactive discussion with your manager. During this discussion, you and your manager will discuss your 2015 accomplishments, review opportunities for improvement, and talk about your goals for the coming year. Also as part of this process your manager will be completing your annual performance review form that will become part of your employment record.

How to prepare yourself...

It is up to your manager if you need to complete a self-evaluation, so you may want to ask them about it. But whether you do it formally through a self-evaluation or not, you should come to your annual performance review prepared to discuss the work you accomplished in 2015. Think back on any opportunities for improvement you've discussed with your manager and how you addressed it, along with any goals established for 2015 and if you accomplished them. Also, take a moment and think about what you see as your own goals for 2016.

What you should get out of it...

Your manager should help you think about ways to improve in 2016. Whether through goals for things to complete at work, goals for your interactions with others at work, or developmental goals. It is important to remember this is your opportunity to talk about what you want to accomplish as a Milwaukee County employee in 2016.

Here's a link to our performance review forms for 2015:

<http://county.milwaukee.gov/ImageLibrary/Public/PerformanceEvaluationForm.pdf>

Open Enrollment for 2016 Benefits

This year's open enrollment period and informational sessions will be held from **December 7, 2015** through **December 16, 2015**. At these sessions, County Employee Benefit staff will be there to answer questions about your County plans. Representatives from the County's medical, dental, pharmacy, life insurance and supplemental plans will also be present to answer questions.

Please watch for more detailed information to be distributed by the Benefits Division as we approach the December enrollment meetings. In the meantime, if you have any questions concerning your Milwaukee County employee benefits, please call **278-4198**, or e-mail benefits@milwaukeecountywi.gov.



Accrued Time-Off Donor Program



At Milwaukee County, we have a special time-off donation program that not only provides additional paid time off to employees who are experiencing a potentially life-threatening, but also gives other employees an opportunity to voluntarily donate some of their accrued time off (personal, holiday or vacation time) to those employees in the program. If you have personal or vacation time that will expire on **December 31, 2015**, that you are not going to use or cannot carryover into next year, please consider donating it to one of the employees on the list.

Please contact your Human Resources Partner if you wish to know who is on the list to receive donated time. A link to this program is provided here, along with information about the process to apply. <http://county.milwaukee.gov/AccruedTimeOffDonor17488.htm>

Hazardous Weather Conditions



Generally, during severe weather, all County departments will remain open with coverage provided as described in departmental severe weather procedures. All County employees will be expected to report to work during their normal assigned shift. Employees who miss time from work due to severe weather must notify their manager within the pay period whether they want their time off charged against accrued compensatory time, holiday time, personal time, or vacation time.

In rare occasions of severe weather, a decision may be made to close our facilities, in consultation with the County Executive, Sheriff, Chief Judge and department heads. If a weather emergency is declared, the notification will be given to the media and County departments, and will be posted on the Milwaukee County website (www.county.milwaukee.gov) by the County Executive's Office. In situations where the County closes operations, employees are paid regular time according to their normal work schedule, but this time will not be considered when calculating overtime.