

Exhibit 18

San Joaquin County Mosquito & Vector Control District

Employee Performance Review (010102)

Employee Name: TIFFANY ANDERSON

Job Title: TECH T

Review Period: JULY 1, 04 - DEC 31, 04

Reason for Review: SEMI-ANNUAL

Reviewer/Supervisor Name: DAVE BRIDGEMAN

Instructions

Carefully evaluate the employee's work performance in relation to the essential functions of the job. Check the rating category at the appropriate performance description to indicate the employee's performance.

Indicate N/A if not applicable.

Areas to be evaluated

1. Accuracy of Work

Evaluate the accuracy, completeness, and follow-through of work. The quality of the actual work produced by the employee. The commitment to quality demonstrated by the employee. The employee's consistent and correct completion of job functions and/or tasks as assigned. Work performed by the employee that conforms to District standards and is free from errors.

Examples:

- Accurate reporting of pesticides removed from warehouse and applied to vector sources.
- Property/source inspections performed completely and accurately, using prescribed standards of assessing mosquito populations.
- Provides suggestions to supervisor on ways to improve zone/region operations based on current experience and training.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Demonstrates accuracy and thoroughness	<u>✓</u>	<u> </u>	<u> </u>
Applies feedback to improve performance	<u>✓</u>	<u> </u>	<u> </u>
Monitors own work to ensure quality	<u>✓</u>	<u> </u>	<u> </u>
<u>Overall</u>	<u>✓</u>	<u> </u>	<u> </u>

2. Quantity of Work (Productivity)

Evaluate the volume and timeliness of work based on the requirements of the job. The employee's ability to perform the expected or required amount of work in their current assignment in a safe and effective manner. The volume of work performed by an employee that is consistent with the expectations of their supervisor, and as required by the individual job assignment.

Examples:

- The number of complete inspections of mosquito sources in a zone within a given period consistent with the expectations of the supervisor.
- Completion and submittal of all daily reports and records by the end of the workday.
- Receives and performs work assignment with little or no redundancy.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Meets productivity standards	<u>X</u>	<u> </u>	<u> </u>
Completes work in a timely manner	<u>X</u>	<u> </u>	<u> </u>
Works without waste or inefficiency	<u>X</u>	<u> </u>	<u> </u>
Strives to increase productivity	<u>X</u>	<u> </u>	<u> </u>
<u>Overall</u>	<u>X</u>	<u> </u>	<u> </u>

3. Job Knowledge

Evaluate the use of information, procedures, materials, equipment, and techniques, etc. required for the current job. The employee's total work-related knowledge, whether acquired on the job, through training and education, or from previous experience and other jobs. It encompasses the technical skills or knowledge required to perform the essential duties as described in the job description or as required by certification and/or licensing.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Competent in required job skills and knowledge	<u>X</u>	<u>See Back</u>	<u> </u>
Exhibits ability to learn and apply new skills	<u>X</u>	<u> </u>	<u> </u>
Keeps abreast of current developments	<u>X</u>	<u> </u>	<u> </u>
Requires minimal supervision	<u>X</u>	<u>See Back</u>	<u> </u>
Displays understanding of how job relates to others	<u>X</u>	<u> </u>	<u> </u>
Uses resources effectively	<u>X</u>	<u> </u>	<u> </u>
Maintains required certificates and/or licenses	<u>N/A</u>	<u>See Back</u>	<u> </u>
Maintains required continuing education units	<u>X</u>	<u> </u>	<u> </u>
<u>Overall</u>	<u>X</u>	<u> </u>	<u> </u>

4. Dependability

Consider meeting deadlines and performing work without close supervision. The employees' recognized actions and behaviors that significantly contributed to the success of their assignment. The employee's ability to perform within an assignment safely and effectively with little or no oversight. The aspect of assuming responsibility for work in a manner consistent with the District's work schedule and related time tables. The trait of being reliable, to get the job done while following direction and policy(s), and completing a job with few errors or problems.

Examples:

- Knowing that an employee will complete all assigned service requests without added or direct supervision.
- Receiving periodic reports from an employee on changes in zone/region conditions without having to ask.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Responds to requests for service and assistance	<u>X</u>	_____	_____
Follows instructions; responds to mgmt. direction	<u>X</u>	_____	_____
Takes responsibility for own action(s)	<u>X</u>	_____	_____
Commits to doing the best job possible	<u>X</u>	_____	_____
Keeps commitments	<u>X</u>	_____	_____
<u>Overall</u>	<u>X</u>	_____	_____

5. Attendance and Punctuality

Consider punctuality and regularity in attendance. The employees' ability to work all assigned days and to be available at the assigned work site at or before the required time.

Examples:

- Works all assigned dates and times per direction of supervisor.
- At assigned work area and ready to start work per direction of supervisor.
- Keeps all appointments with public and coworkers.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Schedules time off in advance	<u>X</u>	_____	_____
Begins work on time without request from supervisor	<u>X</u>	_____	_____
Keeps absences within guidelines or policy	<u>X</u>	_____	_____
Ensures work responsibilities are covered when absent	<u>X</u>	_____	_____
Arrives at meetings and appointments on time	<u>X</u>	_____	_____
<u>Overall</u>	<u>X</u>	_____	_____

6. Safety and Security

The employees' consistent adherence and implementation of safe work practices and procedures, such as pesticide safety, vehicular and equipment operation, hazardous materials handling, industrial safety, worker safety, and first aid safety. The employees' prudent and safe work by following civic and environmental laws and regulations. Proper handling of equipment and tools to prevent loss or theft. Insures that vehicles and buildings are secure before leaving work area at end of shift or assignment.

Examples:

- Consistent and proper use of rubber gloves, goggles/safety glasses, uniforms, and footwear when mixing or applying pesticides.
- Proper and timely reporting of accidents and field incidents to supervisory personnel.
- Safe and effective operations of District vehicles and equipment.
- Proper use of safety standards and regulations in office, lab, and shop work areas.
- Timely reporting of lost or damaged equipment or tools to immediate supervisor.
- Timely and accurate investigation of lost or damaged equipment or property.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Observes safety and security procedures	<u>X</u>	_____	_____
Determines appropriate action beyond guidelines	<u>X</u>	_____	_____
Uses equipment and materials properly	<u>X</u>	_____	_____
Reports potentially unsafe conditions	<u>X</u>	_____	_____
<u>Overall</u>	<u>X</u>	_____	_____

7. Working Relationships

Ability to effectively work and interact with coworkers, subordinates, supervisors, management, and the public within the current job assignment. Provides consistent communication with coworkers to insure work is performed in an orderly and timely fashion. When problems related to maintaining an effective working relationship are encountered between this employee and their coworkers or public, this employee takes quick and necessary steps to resolve the problem to continue work in an effective manner.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Establishes and maintains effective relations.	<u>X</u>	_____	_____
Exhibits tact and consideration.	<u>X</u>	_____	_____
Displays positive outlook and pleasant manner.	<u>X</u>	_____	_____
Offers assistance and support to coworkers.	<u>X</u>	_____	_____
Works cooperatively in group situations.	<u>X</u>	_____	_____
Works actively to resolve conflicts.	<u>X</u>	_____	_____
<u>Overall</u>	<u>X</u>	_____	_____

8. Supervision (for supervisory and managerial employees)

N/A

A. Leadership:

1. Setting realistic standards
2. Encouraging efficient, productive performance
3. Providing good managerial or supervisory example.

Satisfactory

Needs Improvement

Unsatisfactory

B. Delegating:

1. Utilizing capabilities of people and resources
2. Distributing and assigning work
3. Regulating workflow.

Satisfactory

Needs Improvement

Unsatisfactory

C. Development of subordinates:

1. Providing career development resources
2. Offering guidance
3. Communicating goals and objectives
4. Giving clear task instructions
5. Providing performance reviews to subordinates in clear, concise, and objective terms

Satisfactory

Needs Improvement

Unsatisfactory

D. Controlling of subordinates:

1. Insuring that assignments are completed accurately and on time
2. Setting priorities.
3. Ability to implement corrective or disciplinary action to subordinates for below satisfactory work or actions
4. Ability to implement recognition to subordinates for quality work or actions

Satisfactory

Needs Improvement

Unsatisfactory

E. Cooperation with supervisor and management

1. Ability to accept supervisory and/or managerial direction or constructive criticism in a mature and cooperative manner.
2. The employee's tendency to actively seek supervisory or managerial guidance when needed or appropriate.
3. Readiness to communicate important information to supervisor or management.

Satisfactory

Needs Improvement

Unsatisfactory

Supervision
Overall

Satisfactory

Needs Improvement

Unsatisfactory

N/A

Summary

- I. Supervisor comments: IT IS A PLEASURE TO WORK WITH TIFFANY, SHE ALWAYS SEEMS TO BE IN A GOOD MOOD ABOUT HER WORK. I WILL BE WORKING CLOSE WITH YOU, LEARNING YOUR NEW ZONE,
- II. Employee comments: I love my job Thank You.
- III. Areas or items deserving of recognition: VOLUNTEERS FOR EXTRA JOB DUTIES. PASSED "A" PORTION OF STATE TEST,
- IV. Areas or items needing immediate attention: you need to be more CONFIDENT WITH YOUR ABILITIES. ie, PASSING TEST & LEARNING ZONES
- V. Overall rating: X Satisfactory
 Needs Improvement
 Unsatisfactory

Employee signature: [Signature]

Date: 1-18-05

Supervisor signature: [Signature]

Date: 1/6/05

Original to personnel file, date: 1-18-05

Copy to employee, date: 1-18-05

Relocated to Zone 9 6 months
The Islands

2

San Joaquin County Mosquito & Vector Control District

Employee Performance Review (010102)

COPY

Employee Name: TIFFANY Anderson

Job Title: Tech I Zone 9

Review Period: 1/1/05 - 6/30/05

Reason for Review: Semi-ANNUAL

Reviewer/Supervisor Name: Duane Bridgewater

Instructions

Carefully evaluate the employee's work performance in relation to the essential functions of the job. Check the rating category at the appropriate performance description to indicate the employee's performance. Indicate N/A if not applicable.

Areas to be evaluated

1. Accuracy of Work

Evaluate the accuracy, completeness, and follow-through of work. The quality of the actual work produced by the employee. The commitment to quality demonstrated by the employee. The employee's consistent and correct completion of job functions and/or tasks as assigned. Work performed by the employee that conforms to District standards and is free from errors.

Examples:

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- Property/source inspections performed completely and accurately, using prescribed standards of assessing mosquito populations.
- Provides suggestions to supervisor on ways to improve zone/region operations based on current experience and training.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Demonstrates accuracy and thoroughness	<u>✓</u>	<u>✓</u>	<u> </u>
Applies feedback to improve performance	<u>✓</u>	<u> </u>	<u> </u>
Monitors own work to ensure quality	<u>✓</u>	<u> </u>	<u> </u>
<u>Overall</u>	<u>✓</u>	<u> </u>	<u> </u>

18-7

2. Quantity of Work (Productivity)

Evaluate the volume and timeliness of work based on the requirements of the job. The employee's ability to perform the expected or required amount of work in their current assignment in a safe and effective manner. The volume of work performed by an employee that is consistent with the expectations of their supervisor, and as required by the individual job assignment.

Examples:

- The number of complete inspections of mosquito sources in a zone within a given period consistent with the expectations of the supervisor.
- Completion and submittal of all daily reports and records by the end of the workday.
- Receives and performs work assignment with little or no redundancy.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Meets productivity standards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completes work in a timely manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works without waste or inefficiency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strives to increase productivity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Overall</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Job Knowledge

Evaluate the use of information, procedures, materials, equipment, and techniques, etc. required for the current job. The employee's total work-related knowledge, whether acquired on the job, through training and education, or from previous experience and other jobs. It encompasses the technical skills or knowledge required to perform the essential duties as described in the job description or as required by certification and/or licensing.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Competent in required job skills and knowledge	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibits ability to learn and apply new skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps abreast of current developments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requires minimal supervision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays understanding of how job relates to others	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses resources effectively	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains required certificates and/or licenses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains required continuing education units	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Overall</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Dependability

Consider meeting deadlines and performing work without close supervision. The employees' recognized actions and behaviors that significantly contributed to the success of their assignment. The employee's ability to perform within an assignment safely and effectively with little or no oversight. The aspect of assuming responsibility for work in a manner consistent with the District's work schedule and related time tables. The trait of being reliable, to get the job done while following direction and policy(s), and completing a job with few errors or problems.

Examples:

- Knowing that an employee will complete all assigned service requests without added or direct supervision.
- Receiving periodic reports from an employee on changes in zone/region conditions without having to ask.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Responds to requests for service and assistance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows instructions; responds to mgmt. direction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Takes responsibility for own action(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commits to doing the best job possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps commitments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Overall</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Attendance and Punctuality

Consider punctuality and regularity in attendance. The employees' ability to work all assigned days and to be available at the assigned work site at or before the required time.

Examples:

- Works all assigned dates and times per direction of supervisor.
- At assigned work area and ready to start work per direction of supervisor.
- Keeps all appointments with public and coworkers.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Schedules time off in advance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Begins work on time without request from supervisor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps absences within guidelines or policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensures work responsibilities are covered when absent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrives at meetings and appointments on time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Overall</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

18-9₃

6. Safety and Security

The employees' consistent adherence and implementation of safe work practices and procedures, such as pesticide safety, vehicular and equipment operation, hazardous materials handling, industrial safety, worker safety, and first aid safety. The employees' prudent and safe work by following civic and environmental laws and regulations. Proper handling of equipment and tools to prevent loss or theft. Insures that vehicles and buildings are secure before leaving work area at end of shift or assignment.

Examples:

- Consistent and proper use of rubber gloves, goggles/safety glasses, uniforms, and footwear when mixing or applying pesticides.
- Proper and timely reporting of accidents and field incidents to supervisory personnel.
- Safe and effective operations of District vehicles and equipment.
- Proper use of safety standards and regulations in office, lab, and shop work areas.
- Timely reporting of lost or damaged equipment or tools to immediate supervisor.
- Timely and accurate investigation of lost or damaged equipment or property.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Observes safety and security procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determines appropriate action beyond guidelines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses equipment and materials properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports potentially unsafe conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Overall</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Working Relationships

Ability to effectively work and interact with coworkers, subordinates, supervisors, management, and the public within the current job assignment. Provides consistent communication with coworkers to insure work is performed in an orderly and timely fashion. When problems related to maintaining an effective working relationship are encountered between this employee and their coworkers or public, this employee takes quick and necessary steps to resolve the problem to continue work in an effective manner.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Establishes and maintains effective relations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibits tact and consideration.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays positive outlook and pleasant manner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offers assistance and support to coworkers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works cooperatively in group situations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works actively to resolve conflicts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Overall</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Supervision (for supervisory and managerial employees)

A. Leadership:

1. Setting realistic standards
2. Encouraging efficient, productive performance
3. Providing good managerial or supervisory example.

Satisfactory

Needs Improvement

Unsatisfactory

B. Delegating:

1. Utilizing capabilities of people and resources
2. Distributing and assigning work
3. Regulating workflow.

Satisfactory

Needs Improvement

Unsatisfactory

C. Development of subordinates:

1. Providing career development resources
2. Offering guidance
3. Communicating goals and objectives
4. Giving clear task instructions
5. Providing performance reviews to subordinates in clear, concise, and objective terms

Satisfactory

Needs Improvement

Unsatisfactory

D. Controlling of subordinates:

1. Insuring that assignments are completed accurately and on time
2. Setting priorities.
3. Ability to implement corrective or disciplinary action to subordinates for below satisfactory work or actions
4. Ability to implement recognition to subordinates for quality work or actions

Satisfactory

Needs Improvement

Unsatisfactory

E. Cooperation with supervisor and management

1. Ability to accept supervisory and/or managerial direction or constructive criticism in a mature and cooperative manner.
2. The employee's tendency to actively seek supervisory or managerial guidance when needed or appropriate.
3. Readiness to communicate important information to supervisor or management.

Satisfactory

Needs Improvement

Unsatisfactory

**Supervision
Overall**

Satisfactory

Needs Improvement

Unsatisfactory

18-11

Summary

- I. Supervisor comments: I like working with Tiffany she is a very good worker with time an experience she will make a fine Mosq. Control Tech.
- II. Employee comments: Duane is a very pleasant supervisor.
- III. Areas or items deserving of recognition: passed STATE Test For Tech's. Consientious about Her work performance.
- IV. Areas or items needing immediate attention: Assessing property Sources (Needs Time & experience) in what Material is needed For The problem, what a operator may do To Make Job easier OR MORE EFFICIENT.

- V. Overall rating: ☒ Satisfactory
☐ Needs Improvement
☐ Unsatisfactory

Employee signature: Tiffany Date: 7-26-05 ^{top}

Supervisor signature: Chad B Date: 7/15/05

Original to personnel file, date:

Copy to employee, date:

1-17-05

(27)

San Joaquin County Mosquito & Vector Control District

Employee Performance Review (010102)

Employee Name: TIFFANY ANDERSONJob Title: TECH IReview Period: 7/1/05 - 12/31/05Reason for Review: SEMI ANNUALReviewer/Supervisor Name: Dwaine Bridgeman

Instructions

Carefully evaluate the employee's work performance in relation to the essential functions of the job. Check the rating category at the appropriate performance description to indicate the employee's performance.

Indicate N/A if not applicable.

Areas to be evaluated

1. Accuracy of Work

Evaluate the accuracy, completeness, and follow-through of work. The quality of the actual work produced by the employee. The commitment to quality demonstrated by the employee. The employee's consistent and correct completion of job functions and/or tasks as assigned. Work performed by the employee that conforms to District standards and is free from errors.

Examples:

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- Property/source inspections performed completely and accurately, using prescribed standards of assessing mosquito populations.
- Provides suggestions to supervisor on ways to improve zone/region operations based on current experience and training.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Demonstrates accuracy and thoroughness	<u>✓</u>	<u> </u>	<u> </u>
Applies feedback to improve performance	<u>✓</u>	<u> </u>	<u> </u>
Monitors own work to ensure quality	<u>✓</u>	<u> </u>	<u> </u>
<u>Overall</u>	<u>✓</u>	<u> </u>	<u> </u>

18-13

2. Quantity of Work (Productivity)

Evaluate the volume and timeliness of work based on the requirements of the job. The employee's ability to perform the expected or required amount of work in their current assignment in a safe and effective manner. The volume of work performed by an employee that is consistent with the expectations of their supervisor, and as required by the individual job assignment.

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- Completion and submittal of all daily reports and records by the end of the workday.
- Receives and performs work assignment with little or no redundancy.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Meets productivity standards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completes work in a timely manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works without waste or inefficiency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strives to increase productivity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Overall</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Job Knowledge

Evaluate the use of information, procedures, materials, equipment, and techniques, etc. required for the current job. The employee's total work-related knowledge, whether acquired on the job, through training and education, or from previous experience and other jobs. It encompasses the technical skills or knowledge required to perform the essential duties as described in the job description or as required by certification and/or licensing.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Competent in required job skills and knowledge	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibits ability to learn and apply new skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps abreast of current developments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requires minimal supervision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays understanding of how job relates to others	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses resources effectively	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains required certificates and/or licenses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains required continuing education units	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Overall</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Dependability

Consider meeting deadlines and performing work without close supervision. The employees' recognized actions and behaviors that significantly contributed to the success of their assignment. The employee's ability to perform within an assignment safely and effectively with little or no oversight. The aspect of assuming responsibility for work in a manner consistent with the District's work schedule and related time tables. The trait of being reliable, to get the job done while following direction and policy(s), and completing a job with few errors or problems.

Examples:

- Knowing that an employee will complete all assigned service requests without added or direct supervision.
- Receiving periodic reports from an employee on changes in zone/region conditions without having to ask.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Responds to requests for service and assistance	<u>✓</u>	<u> </u>	<u> </u>
Follows instructions; responds to mgmt. direction	<u>✓</u>	<u> </u>	<u> </u>
Takes responsibility for own action(s)	<u>✓</u>	<u> </u>	<u> </u>
Commits to doing the best job possible	<u>✓</u>	<u> </u>	<u> </u>
Keeps commitments	<u>✓</u>	<u> </u>	<u> </u>
<u>Overall</u>	<u>✓</u>	<u> </u>	<u> </u>

5. Attendance and Punctuality

Consider punctuality and regularity in attendance. The employees' ability to work all assigned days and to be available at the assigned work site at or before the required time.

Examples:

- Works all assigned dates and times per direction of supervisor.
- At assigned work area and ready to start work per direction of supervisor.
- Keeps all appointments with public and coworkers.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Schedules time off in advance	<u>✓</u>	<u> </u>	<u> </u>
Begins work on time without request from supervisor	<u>✓</u>	<u> </u>	<u> </u>
Keeps absences within guidelines or policy	<u>✓</u>	<u> </u>	<u> </u>
Ensures work responsibilities are covered when absent	<u>✓</u>	<u> </u>	<u> </u>
Arrives at meetings and appointments on time	<u>✓</u>	<u> </u>	<u> </u>
<u>Overall</u>	<u>✓</u>	<u> </u>	<u> </u>

18³-15

Summary

I. Supervisor comments: I HAVE SEEN A LOT OF IMPROVEMENT
IN ALL OF YOUR WORK PERFORMANCES THIS PAST YEAR

II. Employee comments:
Thank you for this great opportunity to
learn and work with great people.

III. Areas or items deserving of recognition: (1) PASSED STATE CERTIFICATION TEST
(2) DURING WINTER HOLIDAY PERIOD YOU CONTINUOUSLY VOLUNTEERED
FOR EXTRA NEEDED WORK.

IV. Areas or items needing immediate attention: you will need to
build back your sick leave BANK. you used almost
all on an unforeseen illness

V. Overall rating: X Satisfactory
 Needs Improvement
 Unsatisfactory

Employee signature: [Signature]

Date: 1-19-06

Supervisor signature: [Signature]

Date: 1/10/06

Original to personnel file, date: 1-19-06

Copy to employee, date: 1/19/06

7-18-06
4

San Joaquin County Mosquito & Vector Control District

Employee Performance Review (010102)

Employee Name: Tiffany Anderson
Job Title: Tech I
Review Period: 1/1/06 - 6/30/06
Reason for Review: Semi-Annual
Reviewer/Supervisor Name: Duane Bridgewater

Instructions

Carefully evaluate the employee's work performance in relation to the essential functions of the job. Check the rating category at the appropriate performance description to indicate the employee's performance.

Indicate N/A if not applicable.

Areas to be evaluated

1. Accuracy of Work

Evaluate the accuracy, completeness, and follow-through of work. The quality of the actual work produced by the employee. The commitment to quality demonstrated by the employee. The employee's consistent and correct completion of job functions and/or tasks as assigned. Work performed by the employee that conforms to District standards and is free from errors.

Examples:

- Accurate reporting of pesticides removed from warehouse and applied to vector sources.
- Property/source inspections performed completely and accurately, using prescribed standards of assessing mosquito populations.
- Provides suggestions to supervisor on ways to improve zone/region operations based on current experience and training.

Demonstrates accuracy and thoroughness

Applies feedback to improve performance

Monitors own work to ensure quality

Overall

<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
<u>✓</u>	<u> </u>	<u> </u>
<u>✓</u>	<u> </u>	<u> </u>
<u>✓</u>	<u> </u>	<u> </u>
<u>✓</u>	<u> </u>	<u> </u>

18-17

4. Dependability

Consider meeting deadlines and performing work without close supervision. The employees' recognized actions and behaviors that significantly contributed to the success of their assignment. The employee's ability to perform within an assignment safely and effectively with little or no oversight. The aspect of assuming responsibility for work in a manner consistent with the District's work schedule and related time tables. The trait of being reliable, to get the job done while following direction and policy(s), and completing a job with few errors or problems.

Examples:

- Knowing that an employee will complete all assigned service requests without added or direct supervision.
- Receiving periodic reports from an employee on changes in zone/region conditions without having to ask.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Responds to requests for service and assistance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows instructions; responds to mgmt. direction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Takes responsibility for own action(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commits to doing the best job possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps commitments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Overall</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Attendance and Punctuality

Consider punctuality and regularity in attendance. The employees' ability to work all assigned days and to be available at the assigned work site at or before the required time.

Examples:

- Works all assigned dates and times per direction of supervisor.
- At assigned work area and ready to start work per direction of supervisor.
- Keeps all appointments with public and coworkers.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Schedules time off in advance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Begins work on time without request from supervisor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps absences within guidelines or policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ensures work responsibilities are covered when absent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrives at meetings and appointments on time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Overall</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

18-18

6. Safety and Security

The employees' consistent adherence and implementation of safe work practices and procedures, such as pesticide safety, vehicular and equipment operation, hazardous materials handling, industrial safety, worker safety, and first aid safety. The employees' prudent and safe work by following civic and environmental laws and regulations. Proper handling of equipment and tools to prevent loss or theft. Insures that vehicles and buildings are secure before leaving work area at end of shift or assignment.

Examples:

- Consistent and proper use of rubber gloves, goggles/safety glasses, uniforms, and footwear when mixing or applying pesticides.
- Proper and timely reporting of accidents and field incidents to supervisory personnel.
- Safe and effective operations of District vehicles and equipment.
- Proper use of safety standards and regulations in office, lab, and shop work areas.
- Timely reporting of lost or damaged equipment or tools to immediate supervisor.
- Timely and accurate investigation of lost or damaged equipment or property.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Observes safety and security procedures	<u>✓</u>	<u> </u>	<u> </u>
Determines appropriate action beyond guidelines	<u>✓</u>	<u> </u>	<u> </u>
Uses equipment and materials properly	<u>✓</u>	<u> </u>	<u> </u>
Reports potentially unsafe conditions	<u>✓</u>	<u> </u>	<u> </u>
<u>Overall</u>	<u>✓</u>	<u> </u>	<u> </u>

7. Working Relationships

Ability to effectively work and interact with coworkers, subordinates, supervisors, management, and the public within the current job assignment. Provides consistent communication with coworkers to insure work is performed in an orderly and timely fashion. When problems related to maintaining an effective working relationship are encountered between this employee and their coworkers or public, this employee takes quick and necessary steps to resolve the problem to continue work in an effective manner.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Establishes and maintains effective relations.	<u>✓</u>	<u> </u>	<u> </u>
Exhibits tact and consideration.	<u>✓</u>	<u> </u>	<u> </u>
Displays positive outlook and pleasant manner.	<u>✓</u>	<u> </u>	<u> </u>
Offers assistance and support to coworkers.	<u>✓</u>	<u> </u>	<u> </u>
Works cooperatively in group situations.	<u>✓</u>	<u> </u>	<u> </u>
Works actively to resolve conflicts.	<u>✓</u>	<u> </u>	<u> </u>
<u>Overall</u>	<u>✓</u>	<u> </u>	<u> </u>

18-19

8. Supervision (for supervisory and managerial employees)

A. Leadership:

1. Setting realistic standards
2. Encouraging efficient, productive performance
3. Providing good managerial or supervisory example.

Satisfactory

Needs Improvement

Unsatisfactory

B. Delegating:

1. Utilizing capabilities of people and resources
2. Distributing and assigning work
3. Regulating workflow.

Satisfactory

Needs Improvement

Unsatisfactory

C. Development of subordinates:

1. Providing career development resources
2. Offering guidance
3. Communicating goals and objectives
4. Giving clear task instructions
5. Providing performance reviews to subordinates in clear, concise, and objective terms

Satisfactory

Needs Improvement

Unsatisfactory

D. Controlling of subordinates:

1. Insuring that assignments are completed accurately and on time
2. Setting priorities.
3. Ability to implement corrective or disciplinary action to subordinates for below satisfactory work or actions
4. Ability to implement recognition to subordinates for quality work or actions

Satisfactory

Needs Improvement

Unsatisfactory

E. Cooperation with supervisor and management

1. Ability to accept supervisory and/or managerial direction or constructive criticism in a mature and cooperative manner.
2. The employee's tendency to actively seek supervisory or managerial guidance when needed or appropriate.
3. Readiness to communicate important information to supervisor or management.

Satisfactory

Needs Improvement

Unsatisfactory

Supervision
Overall

Satisfactory

Needs Improvement

Unsatisfactory

18-20

Summary

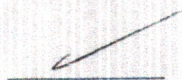
I. Supervisor comments: *IT HAS BEEN A JOY WORKING WITH YOU. THESE PAST TWO YEARS YOU WILL WANT TO KEEP UP THE GOOD WORK CONTINUE LEARNING NEW EXPERIENCES IN DIFFERENT ZONES*

II. Employee comments:

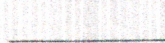
III. Areas or items deserving of recognition:

IV. Areas or items needing immediate attention: *YOU WILL NEED TO ACCRUE A SICK LEAVE BANK SO AS TO COVER HOURS NEEDED WHEN YOU ARE ILL.*

V. Overall rating:



Satisfactory



Needs Improvement



Unsatisfactory

Employee signature: *[Signature]*

Date: *7-18-06*

Supervisor signature: *[Signature]*

Date: *6/27/06*

Original to personnel file, date:

Copy to employee, date:

18-21

Problem:

Do not have respect for supervisor

Do not trust supervisor

Supervisor's personal relationship with co-worker has interfered with work

Bob Specific:

1. **Sets a bad example** to his subordinates. Especially the younger ones who are following his example.
2. **Bob berates people** in front of their peers. He takes personal pains and makes jokes about them. So the leader sets the example and the others follow the lead.
3. **He picks favorites** not by work merit, but by covering his secrets. (The affair)
4. **He has abused his power as a supervisor** by having an affair with a married subordinate.

Here are some examples of verbal abuse or harassment

1. A female's husband is going hunting for a couple of weeks. You can tell by her demeanor that this is sad for her. Bob in front of his audience tells her that her husband just needs to get away from her. And that he is probably cheating on her. You can tell this hurts her. But the audience laughs.
2. A male co-worker confides to someone who breaks the confidence that he is lonely in his marriage. Bob in the middle of an affair with a married woman has the nerve to in front of his audience (mixed company) mention how long it's been since the male co-workers had sex. And everyone laughs. You can tell this hurts him.
3. One day when a subordinate came back from Eddie's office Bob asked him to wipe off his mouth after getting out from under Eddie's desk.
4. Bob was transferred to the Stockton Region and assigned to the Escalon region. This is where I got my first impression of him. In the **mornings before work began, during lunch, and during the afternoon break** Bob would work his way around the table with an arsenal of **insults**. He would go around the table like a **firing squad**. Everyone would laugh but this berating became uncomfortable.

I noticed people making comments about how this would come back to get him. How he should not be conducting himself in this manner. I found a group who wanted to separate themselves from the negativity and we started meeting in the mornings and praying together. During lunch and afternoon break I would **go into the bathroom and read to separate myself from this activity of** tearing down ones self worth. When it was noticed that I was not participating in the group I explained my opinion and then I was told I was too sensitive. That I should have tougher skin and retaliate. I declined to do so. I do not believe in the tearing down of ones self worth.

18-22

5-08-12

Janine specific:

1. She has abused special privileges received from the power of her affair.
2. Her husband has called me and she has accused me of befriending him or giving him information.
3. She has without warrant blown up at me twice and never apologized.
4. I believe she dictates the relationship that my supervisor and I have or lack there of.
5. I believe she is insecure, jealous, rude and caddy.

The Rumors:

The first rumor I heard was approximately April of 06. A co-worker from my crew called me up unsolicited and told me how Janine and Bob were having an affair. He also told me that Janine's husband beat her and Bob up. I was pretty mad at this person for telling me this. I was friends with Janine and I did not like what I heard.

During this period of time Ed Greenmeyer the supervisor in Lodi was out on medical leave and Bob was assigned to fill in there. I noticed though he was spending a lot of time where ever Janine was. Even though he was supposed to be in Lodi.

I knew Janine was in the middle of a separation from her husband and I warned her about the rumors that were being spread about her and Bob. I told her if she cared about her character and protecting it she should keep her distance from him. Because I noticed he was following her around. I also asked her at this time if the rumors were true. She was very offended. She told me to tell the person who I heard the rumor from that it would be a big disrespect to Bob's diseased wife. And she hadn't even filed for divorce.

Rumor two during the summer we have a limited four days to take off for any vacation we might like to enjoy. In the middle of summer season Janine was able to take off for a week or so because of her situation. Rumor two coming from her own region Escalon she was seen out driving Bob's truck with boat in tow.

Rumor three somehow she was able to falsify her time. She took an extended time off in the summer. She worked very little OT. Someone from her crew pointed this out. Since it looked like a true statement I started to observe and it appears to be correct. The rumor was she would turn in time sheets for days she hadn't worked a few days later.

Rumor four that during work hours and in company vehicles Bob and Janine would show up at the meeting place the crew had lunch at with disheveled hair and hickies on their necks that weren't there in the beginning of the day.

Facts

8-23

~~CONFIDENTIAL~~

Gerry Preciado

Thank you for coming to see us today. In the end you can give all the tools and provide all the information but the choice to do the right thing is an individual thing. I made a conscious choice to ask for a transfer to a more work intense area, to a section of the county unfamiliar to me. Coming from an area I put a lot of effort to learn the terrain, the mosquito breeds and habitats. Leaving a crew that I liked and liked me. No normal person would do this knowing it would be harder if there was not validity to there perception. I chose the hard road because I felt if I could endure the challenges ahead in the long run it would benefit me and the district.

When I transferred under Keith I know that management let both, Keith and Bob read my letter I wrote under pressure filled with emotion that I had thrown together the evening before we had our meeting. I truly felt I was a big joke to at least Keith and Bob. Keith never asked me to explain why I transferred under his supervision. Which was fine if he would not have listened to other people's version and acted on that. I really am unclear as to how John and Eddie felt. I felt they were mad at me for speaking up. I have a difficult time trusting men. I either fear them or I feel safe. Keith in the few weeks of my transfer asked me if I could beat up Janine or Mary who would I choose? I have made a choice a long time ago not to follow the bitter road that has set roots in my past generations. So if you know me I choose peace. I don't need friends and I do not want enemies. I just want respect. On the night Keith asked me that inappropriate question I put my defense armor on and decided I could not trust him. There are other incidents that transpired to build the wedge that I have never addressed with him. Such as an evaluation I felt as a personal attack. Things he put in there were never talked about during the time they happened. They just appeared 7 months later as weapons to use against me. I am pretty observant. I think it's a mother thing. Not really sure. But I say that to add that on our team the way I was treated compared to how I watched others I came to the conclusion this guy can not hide his disapproval of my complaint to John Stroh. I was the snitch. I really felt like they were setting me up to fail hoping I would cave under all the stress that I was under and quit. I know evaluations are approved by

Eddie. Eddie also has the ability to add to them. Every time Keith would act in a manor that was out of character to his personality when it came to dealing with me, I wondered is this a conspiracy. I also wondered why there was no follow through. Hey I know you had a problem. Are things better? Hey you have an attendance problem is this in any way a result of something here at work. Are you o.k.?

I have a new supervisor now. I worked on the same crew with him for 2 years. In that time frame we discussed rumors and how we were not going to allow that to be a part of our work environment. He has seen me drag hoses and work hard. Before either of us knew he would be my supervisor. So I truly believe things are going to be different. Brian had the ability to form a decision on working with me first hand. And because of his moral beliefs that he practices he will be fair to all employees across the board. I give John/Eddie kudos for that choice. I also have to appreciate their being proactive by bringing you I really felt validated and appreciated. Like they care.

Things have changed in the work place. People are more respective to each other. Change can happen.

The last and final thing. I wanted to steal the show from you today. You were talking about the differences in the generations. My daughter who is 17 had a sleep over with 4 other girls. Amanda my daughter told me a story that 3 of the girls had PC's and she had a MAC and instead of sitting and talking like people used to do, they sat around and instant messaged each other. Boy how times are changing.

Disclaimer this really is the last thing. My boyfriend works for Apple Computer in Cupertino he gets a 10% discount for friends. If you ever want to convert to a MAC, and the new iphone that came out yesterday is pc compatible. Feel free to contact me I'll hook you up with him.

Thanks again Gerry. Tiffany Anderson. I no longer carry the weight of the world on my shoulders! I hope you could see a difference. Take care.

8-25

Yahoo! My Yahoo! Mail

YAHOO! MAILWelcome, **tiffanykayanderson**
[Sign Out, My Account]

Search

[Mail Home](#) - [Help](#)[Contacts](#) [Calendar](#) [Notepad](#)[Mail Upgrades - Options](#)[Check Mail](#)[Compose](#)[Search Mail](#)[Search the Web](#)**Folders**[\[Add - Edit\]](#)[Inbox \(2\)](#)[Draft](#)[Sent](#)[Bulk \(29\)](#) [Empty][Trash](#) [Empty]**My Folders**[\[Hide\]](#)[My Future](#)[Robert](#)[credit accounts \(2\)](#)[credit reports \(2\)](#)[friends](#)[homes](#)[my space \(2\)](#)[online orders c...](#)
(1)[prosper.com \(2\)](#)**Search Shortcuts**[My Photos](#)[My Attachments](#)[Previous](#) | [Next](#) | [Back to Messages](#)[Delete](#)[Reply](#)[Forward](#)[Move...](#)This message is not flagged. [[Flag Message](#) - [Mark as Unread](#)][Printable View](#)**Date:** Fri, 27 Jul 2007 12:27:20 -0700 (PDT)**From:** "Tiffany Anderson" <tiffanykayanderson@yahoo.com> [View Contact Details](#) [Add Mobile Alert](#)**Subject:** Thank you!**To:** litigation.manager@ermajpa.org

Jerry,

Thank you for the intervention. John came to a decision today. I will be transferred to an area with a supervisor I have the utmost respect for. I will get an opportunity to learn a new aspect of mosquito control that I have not experienced. I will trust that John will address any thing thats needed and dismiss the rest. I am sick to my stomach today. It was harder facing Bob that having to present my concerns to you and John the other day. So for the rest of the afternoon I will be assigned to my couch where I will watch episodes of "The Office". I think the first one I will watch will be "Conflict Resolution". Thank you, again! Tiffany Anderson

see you at the next training.

Boardwalk for \$500? In 2007? Ha! Play Monopoly Here and Now (it's updated for today's economy) at [Yahoo! Games](#).

<http://get.games.yahoo.com/proddesc?gamekey=monopolyherenow>[Delete](#)[Reply](#)[Forward](#)[Move...](#)[Previous](#) | [Next](#) | [Back to Messages](#)[Save Message Text](#) | [Full Headers](#)[Check Mail](#)[Compose](#)[Search Mail](#)[Search the Web](#)

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8-26

~~120112~~

COPY

San Joaquin County Mosquito & Vector Control District

Employee Performance Review (010102)

Employee Name: Tiffany Anderson
Job Title: Mosquito Control Technician I
Review Period: January 1 Thru July 29, 2008
Reason for Review: Performance Evaluation
Reviewer/Supervisor Name: Bob Durham

Instructions

Carefully evaluate the employee's work performance in relation to the essential functions of the job. Check the rating category at the appropriate performance description to indicate the employee's performance. Indicate N/A if not applicable.

Areas to be evaluated

1. Accuracy of Work

Evaluate the accuracy, completeness, and follow-through of work. The quality of the actual work produced by the employee. The commitment to quality demonstrated by the employee. The employee's consistent and correct completion of job functions and/or tasks as assigned. Work performed by the employee that conforms to District standards and is free from errors.

Examples:

- Accurate reporting of pesticides removed from warehouse and applied to vector sources.
- Property/source inspections performed completely and accurately, using prescribed standards of assessing mosquito populations.
- Provides suggestions to supervisor on ways to improve zone/region operations based on current experience and training.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Demonstrates accuracy and thoroughness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Applies feedback to improve performance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Monitors own work to ensure quality	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Overall</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

8-27

2. Quantity of Work (Productivity)

Evaluate the volume and timeliness of work based on the requirements of the job. The employee's ability to perform the expected or required amount of work in their current assignment in a safe and effective manner. The volume of work performed by an employee that is consistent with the expectations of their supervisor, and as required by the individual job assignment.

Examples:

- The number of complete inspections of mosquito sources in a zone within a given period consistent with the expectations of the supervisor.
- Completion and submittal of all daily reports and records by the end of the workday.
- Receives and performs work assignment with little or no redundancy.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Meets productivity standards		✓	
Completes work in a timely manner		✓	
Works without waste or inefficiency		✓	
Strives to increase productivity		✓	
<u>Overall</u>		✓	

3. Job Knowledge

Evaluate the use of information, procedures, materials, equipment, and techniques, etc. required for the current job. The employee's total work-related knowledge, whether acquired on the job, through training and education, or from previous experience and other jobs. It encompasses the technical skills or knowledge required to perform the essential duties as described in the job description or as required by certification and/or licensing.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Competent in required job skills and knowledge		✓	
Exhibits ability to learn and apply new skills		✓	
Keeps abreast of current developments	✓		
Requires minimal supervision		✓	
Displays understanding of how job relates to others	✓		
Uses resources effectively		✓	
Maintains required certificates and/or licenses	✓		
Maintains required continuing education units	✓		
<u>Overall</u>		✓	

8-28

2

4. Dependability

Consider meeting deadlines and performing work without close supervision. The employees' recognized actions and behaviors that significantly contributed to the success of their assignment. The employee's ability to perform within an assignment safely and effectively with little or no oversight. The aspect of assuming responsibility for work in a manner consistent with the District's work schedule and related time tables. The trait of being reliable, to get the job done while following direction and policy(s), and completing a job with few errors or problems.

Examples:

- Knowing that an employee will complete all assigned service requests without added or direct supervision.
- Receiving periodic reports from an employee on changes in zone/region conditions without having to ask.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Responds to requests for service and assistance	✓		
Follows instructions; responds to mgmt. direction	✓		
Takes responsibility for own action(s)	✓	✓	
Commits to doing the best job possible		✓	
Keeps commitments	✓		
<u>Overall</u>	✓		

5. Attendance and Punctuality

Consider punctuality and regularity in attendance. The employees' ability to work all assigned days and to be available at the assigned work site at or before the required time.

Examples:

- Works all assigned dates and times per direction of supervisor.
- At assigned work area and ready to start work per direction of supervisor.
- Keeps all appointments with public and coworkers.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Schedules time off in advance	✓		
Begins work on time without request from supervisor	✓		
Keeps absences within guidelines or policy		✓	
Ensures work responsibilities are covered when absent	✓		
Arrives at meetings and appointments on time	✓		
<u>Overall</u>	✓		

8-29

6. Safety and Security

The employees' consistent adherence and implementation of safe work practices and procedures, such as pesticide safety, vehicular and equipment operation, hazardous materials handling, industrial safety, worker safety, and first aid safety. The employees' prudent and safe work by following civic and environmental laws and regulations. Proper handling of equipment and tools to prevent loss or theft. Insures that vehicles and buildings are secure before leaving work area at end of shift or assignment.

Examples:

- Consistent and proper use of rubber gloves, goggles/safety glasses, uniforms, and footwear when mixing or applying pesticides.
- Proper and timely reporting of accidents and field incidents to supervisory personnel.
- Safe and effective operations of District vehicles and equipment.
- Proper use of safety standards and regulations in office, lab, and shop work areas.
- Timely reporting of lost or damaged equipment or tools to immediate supervisor.
- Timely and accurate investigation of lost or damaged equipment or property.

	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
Observes safety and security procedures	✓		
Determines appropriate action beyond guidelines	✓		
Uses equipment and materials properly	✓		
Reports potentially unsafe conditions	✓		
<u>Overall</u>	✓		

7. Working Relationships

Ability to effectively work and interact with coworkers, subordinates, supervisors, management, and the public within the current job assignment. Provides consistent communication with coworkers to insure work is performed in an orderly and timely fashion. When problems related to maintaining an effective working relationship are encountered between this employee and their coworkers or public, this employee takes quick and necessary steps to resolve the problem to continue work in an effective manner.

	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
Establishes and maintains effective relations.	✓		
Exhibits tact and consideration.	✓		
Displays positive outlook and pleasant manner.	✓		
Offers assistance and support to coworkers.	✓		
Works cooperatively in group situations.	✓		
Works actively to resolve conflicts.	✓		
<u>Overall</u>	✓		

8-30
4

Summary

I. **Supervisor comments:** During this evaluation cycle Tiffany's overall performance "Needs Improvement" based on District appraisal criteria. Although she has almost 4 years of experience with the District, Tiffany continues to lack the knowledge and experience to perform her job at a satisfactory level. I am hopeful that with continued time and training Tiffany can overcome this and become a more productive employee.

II. **Employee comments:**

III. **Areas or items deserving of recognition:**

IV. **Areas or items needing immediate attention:** For the past 4 years Tiffany has served in the position of Mosquito Control Technician I (MCT I) for the San Joaquin Mosquito and Vector Control District. Based on her length of service in this position, she is expected to know how to perform the tasks and activities of an MCT I in a fully competent manner. Based on my observation as Tiffany's supervisor – January 1, 2007 thru July 2007 she has fallen short of this mark. Tiffany has shown a limited ability to: 1) think and work independently 2) prioritize her zone sources based on importance 3) manage her vacation / sick time bank.

Thinking and Working Independently

On July 9, 2007 Tiffany came to me about a low area that was breeding mosquitoes on the North/West end of Bacon Island collecting water from farm operations and needed to be addressed. She informed me that her previous supervisor flew the area the year before. After further investigation on my part – GIS aerial map of location – I determined that based the small area involved, Tiffany could do it by hand with either a granule or briquette application. I informed her of my findings and told her to treat the area the next day. The following day she did not treat the source and told me that "You can't just tell me to treat something without looking at it". The next day I went out and surveyed the area and found an area approximately $\frac{1}{4}$ acre with a small amount of water at the each end of the low area and some breeding only on the south end. Based on the size and the limited amount of breeding,

it was an ideal spot for a hand application with one of the aforementioned products and not a job for an airplane. Someone with nearly 4 years of total on the job experience should have been able to determine the proper course of action that would best suit this situation. Because of her actions Tiffany demonstrated limited ability in treating a relatively simple mosquito source.

2nd season in 2009

Prioritizing Zone Work

Although Tiffany has had approximately 3 years in Zone 9 she still does not fully understand the process of prioritizing sources. On a regular basis Tiffany would become side tracked or concerned with sources that were minor or secondary to her regular source cards. Zone 9 is an area of Delta Farm land that has regular flooding throughout the year based on weed control, land preparation or habitat for ducks. These areas are of major concern based on their size and the amount of mosquitoes they can produce. These sources in addition to others like irrigation/drainage ditches and ponds are Tiffany's staple sources that should be inspected and re-inspected regularly. All other sources should be inspected based on need – mosquito complaints i.e. service request in area – or when all previously mentioned sources are completed. Tiffany was unable to follow this protocol and would concern herself with sources that were not part of her usual Zone card list. For example Tiffany would come to me with immediate concerns about light breeding in the spud ditches on Lower Jones Tract. These concerns could be justified if all of her already identifiable sources had been inspected / treated. But this was not being done based on the number of source cards turned in on a daily basis. In addition, if these particular spud ditches took precedence over other already established work, then spud ditches on neighboring islands in her zone should also be considered. To be consistent, the same level of concern should have been given to these areas. Based on this priority problem Tiffany was unable to get through her zone in a timely manner in order to effectively inspect / treat already established sources.

Managing Vacation & Sick Time Bank

Tiffany has not show the responsibility of managing her own vacation and sick time banks. I have had to on more than one occasion – February 26, March 7 & 29, April 20, 2007 – calculate her time off and borrow from the next month or borrow from her vacation time to balance her time off bank. On April 23, 2007, I counseled and gave Tiffany a letter informing her that it was the responsibility of the employee not the employer to manage and account for time off hours. Furthermore, Tiffany was informed that any future time off would be denied until she was able to accumulate an acceptable amount of time. In addition, during her time in the Central region she had developed a pattern of calling in sick on Mondays. Five times out of six were on Mondays: February 26, March 19, April 16, June 4, and June 11, 2007. Based on this I spoke with Tiffany on June 12 and informed her of this pattern.

Original to personnel file, date:

1/31/08

Copy to employee, date:

1/31/08

8-32
6

San Joaquin County Mosquito & Vector Control District

Employee Performance Review (010102)

Employee Name: TIFFANY ANDERSON
Job Title: Mosquito Control Technician I (MCTI)
Review Period: JULY 30 Through DECEMBER 31, 2007
Reason for Review: ANNUAL PERFORMANCE EVALUATION
Reviewer/Supervisor Name: KEITH NIENHUIS

Instructions

Carefully evaluate the employee's work performance in relation to the essential functions of the job. Check the rating category at the appropriate performance description to indicate the employee's performance. Indicate N/A if not applicable.

Areas to be evaluated

1. Accuracy of Work

Evaluate the accuracy, completeness, and follow-through of work. The quality of the actual work produced by the employee. The commitment to quality demonstrated by the employee. The employee's consistent and correct completion of job functions and/or tasks as assigned. Work performed by the employee that conforms to District standards and is free from errors.

Examples:

- Accurate reporting of pesticides removed from warehouse and applied to vector sources.
- Property/source inspections performed completely and accurately, using prescribed standards of assessing mosquito populations.
- Provides suggestions to supervisor on ways to improve zone/region operations based on current experience and training.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Demonstrates accuracy and thoroughness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applies feedback to improve performance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Monitors own work to ensure quality	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Overall</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8.33

2. Quantity of Work (Productivity)

Evaluate the volume and timeliness of work based on the requirements of the job. The employee's ability to perform the expected or required amount of work in their current assignment in a safe and effective manner. The volume of work performed by an employee that is consistent with the expectations of their supervisor, and as required by the individual job assignment.

Examples:

- The number of complete inspections of mosquito sources in a zone within a given period consistent with the expectations of the supervisor.
- Completion and submittal of all daily reports and records by the end of the workday.
- Receives and performs work assignment with little or no redundancy.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Meets productivity standards	_____	_____✓	_____
Completes work in a timely manner	_____	_____✓	_____
Works without waste or inefficiency	_____	_____✓	_____
Strives to increase productivity	_____	_____✓	_____
<u>Overall</u>	_____	_____✓	_____

3. Job Knowledge

Evaluate the use of information, procedures, materials, equipment, and techniques, etc. required for the current job. The employee's total work-related knowledge, whether acquired on the job, through training and education, or from previous experience and other jobs. It encompasses the technical skills or knowledge required to perform the essential duties as described in the job description or as required by certification and/or licensing.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Competent in required job skills and knowledge	_____	_____✓	_____
Exhibits ability to learn and apply new skills	_____✓	_____	_____
Keeps abreast of current developments	_____✓	_____	_____
Requires minimal supervision	_____	_____✓	_____
Displays understanding of how job relates to others	_____	_____✓	_____
Uses resources effectively	_____	_____✓	_____
Maintains required certificates and/or licenses	_____✓	_____	_____
Maintains required continuing education units	_____✓	_____	_____
<u>Overall</u>	_____	_____✓	_____

8-34
8

6. Safety and Security

The employees' consistent adherence and implementation of safe work practices and procedures, such as pesticide safety, vehicular and equipment operation, hazardous materials handling, industrial safety, worker safety, and first aid safety. The employees' prudent and safe work by following civic and environmental laws and regulations. Proper handling of equipment and tools to prevent loss or theft. Insures that vehicles and buildings are secure before leaving work area at end of shift or assignment.

Examples:

- Consistent and proper use of rubber gloves, goggles/safety glasses, uniforms, and footwear when mixing or applying pesticides.
- Proper and timely reporting of accidents and field incidents to supervisory personnel.
- Safe and effective operations of District vehicles and equipment.
- Proper use of safety standards and regulations in office, lab, and shop work areas.
- Timely reporting of lost or damaged equipment or tools to immediate supervisor.
- Timely and accurate investigation of lost or damaged equipment or property.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Observes safety and security procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Determines appropriate action beyond guidelines	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Uses equipment and materials properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports potentially unsafe conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Overall</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

7. Working Relationships

Ability to effectively work and interact with coworkers, subordinates, supervisors, management, and the public within the current job assignment. Provides consistent communication with coworkers to insure work is performed in an orderly and timely fashion. When problems related to maintaining an effective working relationship are encountered between this employee and their coworkers or public, this employee takes quick and necessary steps to resolve the problem to continue work in an effective manner.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Establishes and maintains effective relations.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exhibits tact and consideration.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays positive outlook and pleasant manner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offers assistance and support to coworkers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Works cooperatively in group situations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works actively to resolve conflicts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Overall</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8.35

Summary

I. Supervisor comments:

Tiffany worked in both the central and southern region during this performance cycle. I will be evaluating Tiffany for the period of July 30, Through December 31, 2007. Through my observation, Tiffany has proven to be unreliable and not a team player. Although Tiffany has worked here for a number of years, I continue to have to supervise her as a new employee. She must decide if work is a priority, if so, Brian and I will continue to work with her in helping her become a knowledgeable and productive MCT I.

II. Employee comments:

III. Areas or items deserving of recognition:

When assigned to clean up the shop for the Christmas party, Tiffany worked very hard and did a nice job to make things look nice.

IV. Areas or items needing immediate attention:

Reliability: Tiffany is irresponsible in regards to her use of vacation and sick leave. She has developed a pattern of planning a four day vacation, then calling in sick the day prior to the vacation, creating a five day or more absence. This action causes others to pick up the slack in addition to their own busy work load and also produces morale issues.

Driving/backing District Vehicles: Tiffany has demonstrated a lack of ability driving District vehicles in needed areas. This creates liability issues for the District. Example: Tiffany's first day in zone 18 she was driving along, learning the area when the road narrowed. Tiffany immediately started backing out without checking and evaluating the situation first. She ended up driving off the road into a corn field putting herself and the truck in a precarious position. She did not assist in the retrieval of the truck and another employee had to pitch in. Tiffany must improve in backing out of situations where she can't turn around.

Knowledge: Tiffany must become familiar with all aspects of zone 18. This will help her to prioritize her efforts to inspect sources that require routine attention and eliminate the need for constant guidance from her supervisor.

Organizational Structure: Questions on issues concerning her job must be handled by her immediate supervisors; Keith and Brian, without going to upper management for things that can and should be handled through normal channels (see attached organizational flow chart).

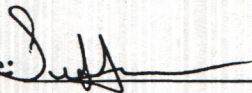
Obtains information from unknown sources: Instead of following through with my instructions. Example: When learning her new zone, I directed Tiffany to do every card in one section, to learn the area. Tiffany claimed there was a bad pasture that was not included in the source cards I gave her. When I asked her how she new about the pasture, she refused to acknowledge the source. This apparent bad pasture is currently an almond orchard, on sprinklers and is not a problem. She wasted a good deal of time trying to locate this anonymous bad pasture instead of working on priorities as instructed.

During this upcoming evaluation cycle, I am hopeful the necessary improvements will be made, in order for Tiffany to become a productive MCT I.

V. Overall rating:

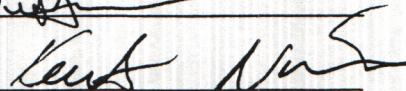
☒ Satisfactory
☒ Needs Improvement
☐ Unsatisfactory

Employee signature:



Date: 1/31/08

Supervisor signature:

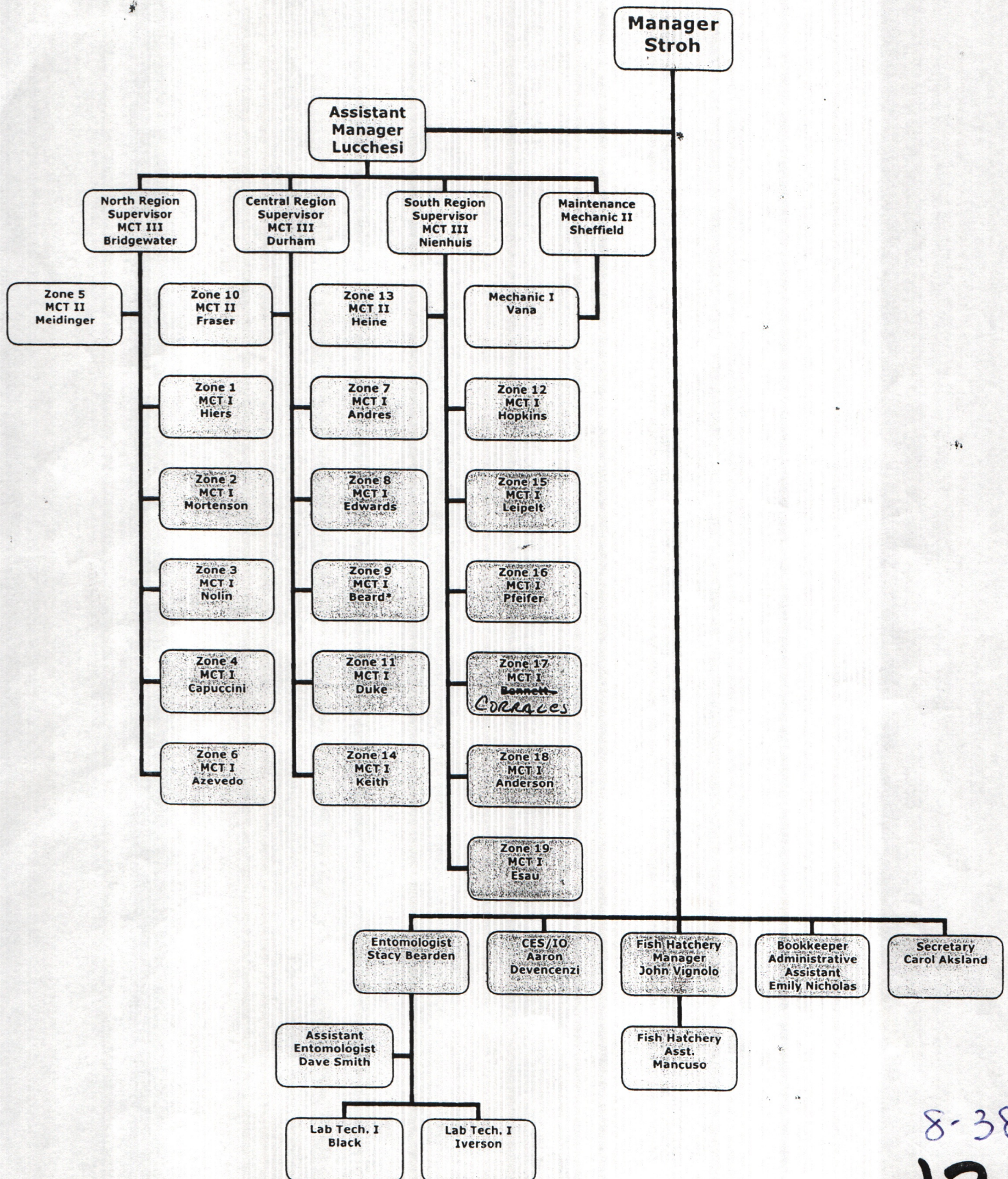


Date: 1/31/08

Original to personnel file, date: 1/31/08

Copy to employee, date: 1/31/08

San Joaquin County Mosquito & Vector Control District
Organizational Chart
August 2007



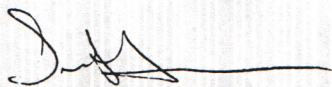
8-38
12

In response to my evaluation from Supervisor Bob Durham I feel I was put under extra ordinary circumstances which were out of my control. This has been discussed with management already and needs no futher explanation unless asked. I have never had the opportunity to sit with Bob and explain and I am sorry for this. But I do feel his evaluation is unfair and retaliatory in nature. I feel his perception of me was decided before he ever got to know me. I will look for the grains of truth as I acknowledging admit there is always room for improvement. And I will take ownership to my flaws and will put effort in correcting them.

Please attach this statement to my January 1 thru July 29, 2008 Performance Evaluation. Written by Bob Durham. I am stating irreconcilable differences.

I am looking forward to my future with Supervisor Keith Neinhuis and the Assistant Brian Heine. I feel they will be positive assets to complete my goals here at S.J. County Mosquito & Vector Control.

Thank You

 2-1-08

Tiffany Anderson

RECEIVED BY KEITH NEINHUIS 2/1/08

8-39

Brian promoted 8-2008
COPY + am removed
from work 6-18-2008

San Joaquin County Mosquito & Vector Control District

Employee Performance Review (010102)

Employee Name: Tiffany Anderson

Job Title: Mosquito Control Technician

Review Period: January 1 thru December 31, 2008

Reason for Review: Performance Evaluation

Reviewer/Supervisor Name: Brian Heine

Instructions

Carefully evaluate the employee's work performance in relation to the essential functions of the job. Check the rating category at the appropriate performance description to indicate the employee's performance.

Indicate N/A if not applicable.

Areas to be evaluated

1. Accuracy of Work

Evaluate the accuracy, completeness, and follow-through of work. The quality of the actual work produced by the employee. The commitment to quality demonstrated by the employee. The employee's consistent and correct completion of job functions and/or tasks as assigned. Work performed by the employee that conforms to District standards and is free from errors.

Examples:

- Accurate reporting of pesticides removed from warehouse and applied to vector sources.
- Property/source inspections performed completely and accurately, using prescribed standards of assessing mosquito populations.
- Provides suggestions to supervisor on ways to improve zone/region operations based on current experience and training.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Demonstrates accuracy and thoroughness	✓		
Applies feedback to improve performance	✓		
Monitors own work to ensure quality	✓		
<u>Overall</u>	✓		

8-40

2. Quantity of Work (Productivity)

Evaluate the volume and timeliness of work based on the requirements of the job. The employee's ability to perform the expected or required amount of work in their current assignment in a safe and effective manner. The volume of work performed by an employee that is consistent with the expectations of their supervisor, and as required by the individual job assignment.

Examples:

- The number of complete inspections of mosquito sources in a zone within a given period consistent with the expectations of the supervisor.
- Completion and submittal of all daily reports and records by the end of the workday.
- Receives and performs work assignment with little or no redundancy.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Meets productivity standards	✓		
Completes work in a timely manner	✓		
Works without waste or inefficiency	✓		
Strives to increase productivity	✓		
<u>Overall</u>	✓		

3. Job Knowledge

Evaluate the use of information, procedures, materials, equipment, and techniques, etc. required for the current job. The employee's total work-related knowledge, whether acquired on the job, through training and education, or from previous experience and other jobs. It encompasses the technical skills or knowledge required to perform the essential duties as described in the job description or as required by certification and/or licensing.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Competent in required job skills and knowledge		✓	
Exhibits ability to learn and apply new skills	✓		
Keeps abreast of current developments	✓		
Requires minimal supervision		✓	
Displays understanding of how job relates to others		✓	
Uses resources effectively	✓		
Maintains required certificates and/or licenses	✓		
Maintains required continuing education units	✓		
<u>Overall</u>	✓		

8-41

4. Dependability

Consider meeting deadlines and performing work without close supervision. The employees' recognized actions and behaviors that significantly contributed to the success of their assignment. The employee's ability to perform within an assignment safely and effectively with little or no oversight. The aspect of assuming responsibility for work in a manner consistent with the District's work schedule and related time tables. The trait of being reliable, to get the job done while following direction and policy(s), and completing a job with few errors or problems.

Examples:

- Knowing that an employee will complete all assigned service requests without added or direct supervision.
- Receiving periodic reports from an employee on changes in zone/region conditions without having to ask.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Responds to requests for service and assistance	✓		
Follows instructions; responds to mgmt. direction	✓		
Takes responsibility for own action(s)	✓		
Commits to doing the best job possible		✓	
Keeps commitments	✓		
<u>Overall</u>	✓		

5. Attendance and Punctuality

Consider punctuality and regularity in attendance. The employees' ability to work all assigned days and to be available at the assigned work site at or before the required time.

Examples:

- Works all assigned dates and times per direction of supervisor.
- At assigned work area and ready to start work per direction of supervisor.
- Keeps all appointments with public and coworkers.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Schedules time off in advance	✓		
Begins work on time without request from supervisor	✓		
Keeps absences within guidelines or policy		✓	
Ensures work responsibilities are covered when absent	✓		
Arrives at meetings and appointments on time	✓		
<u>Overall</u>	✓		

8-42

6. Safety and Security

The employees' consistent adherence and implementation of safe work practices and procedures, such as pesticide safety, vehicular and equipment operation, hazardous materials handling, industrial safety, worker safety, and first aid safety. The employees' prudent and safe work by following civic and environmental laws and regulations. Proper handling of equipment and tools to prevent loss or theft. Insures that vehicles and buildings are secure before leaving work area at end of shift or assignment.

Examples:

- Consistent and proper use of rubber gloves, goggles/safety glasses, uniforms, and footwear when mixing or applying pesticides.
- Proper and timely reporting of accidents and field incidents to supervisory personnel.
- Safe and effective operations of District vehicles and equipment.
- Proper use of safety standards and regulations in office, lab, and shop work areas.
- Timely reporting of lost or damaged equipment or tools to immediate supervisor.
- Timely and accurate investigation of lost or damaged equipment or property.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Observes safety and security procedures	<input checked="" type="checkbox"/>		
Determines appropriate action beyond guidelines	<input checked="" type="checkbox"/>		
Uses equipment and materials properly	<input checked="" type="checkbox"/>		
Reports potentially unsafe conditions	<input checked="" type="checkbox"/>		
<u>Overall</u>	<input checked="" type="checkbox"/>		

7. Working Relationships

Ability to effectively work and interact with coworkers, subordinates, supervisors, management, and the public within the current job assignment. Provides consistent communication with coworkers to insure work is performed in an orderly and timely fashion. When problems related to maintaining an effective working relationship are encountered between this employee and their coworkers or public, this employee takes quick and necessary steps to resolve the problem to continue work in an effective manner.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Establishes and maintains effective relations.	<input checked="" type="checkbox"/>		
Exhibits tact and consideration.	<input checked="" type="checkbox"/>		
Displays positive outlook and pleasant manner.	<input checked="" type="checkbox"/>		
Offers assistance and support to coworkers.	<input checked="" type="checkbox"/>		
Works cooperatively in group situations.	<input checked="" type="checkbox"/>		
Works actively to resolve conflicts.	<input checked="" type="checkbox"/>		
<u>Overall</u>	<input checked="" type="checkbox"/>		

8-43

Summary

I. Supervisor comments:

I have supervised Tiffany during this performance evaluation cycle at the Tech II level from January to March, and also at the Tech III level from April thru June. Beyond June, Tiffany was off work due to an injury and did not return until 1/5/09. During this time period I sensed a lack of job knowledge considering the amount of service years to the district. This upcoming year I will continue to work with her so that she may acquire more knowledge and productivity, and require less supervision.

II. Employee comments:

III. Areas or items deserving of recognition:

Tiffany presents neat and accurate postcard inventory, and overall records. She also keeps her vehicle and equipment clean and maintained.

IV. Areas or items needing immediate attention:

Tiffany needs to be more responsible with her use of time off. On 6/9/08 Tiffany met with John Groh, Eddie Lucchese, and myself to discuss the amount of time off that Tiffany was requiring. Other options for time off were presented at that time; much time was spent by Eddie, Carol, and myself monitoring and juggling time between sick time, and vacation in order to avoid time off without pay.

V. Overall rating:

☒ Satisfactory
☐ Needs Improvement
☐ Unsatisfactory

Employee signature: _____

Date: 2-2-09

Supervisor signature: _____

Date: 2/2/09

Original to personnel file, date: _____

Copy to employee, date: _____

8-444

San Joaquin County Mosquito & Vector Control District

Employee Performance Review (010102)

Employee Name: Tiffany Anderson

Job Title: Mosquito Control Technician I (MCTI)

Review Period: August 30, 2010 thru December 31, 2010

Reason for Review: Semi-annual performance evaluation

Reviewer/Supervisor Name: Brian Leise

Instructions

Carefully evaluate the employee's work performance in relation to the essential functions of the job. Check the rating category at the appropriate performance description to indicate the employee's performance. Indicate N/A if not applicable.

Areas to be evaluated

1. Accuracy of Work

Evaluate the accuracy, completeness, and follow-through of work. The quality of the actual work produced by the employee. The commitment to quality demonstrated by the employee. The employee's consistent and correct completion of job functions and/or tasks as assigned. Work performed by the employee that conforms to District standards and is free from errors.

Examples:

- Accurate reporting of pesticides removed from warehouse and applied to vector sources.
- Property/source inspections performed completely and accurately, using prescribed standards of assessing mosquito populations.
- Provides suggestions to supervisor on ways to improve zone/region operations based on current experience and training.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Demonstrates accuracy and thoroughness	<u>✓</u>	<u> </u>	<u> </u>
Applies feedback to improve performance	<u>✓</u>	<u> </u>	<u> </u>
Monitors own work to ensure quality	<u>✓</u>	<u> </u>	<u> </u>
<u>Overall</u>	<u>✓</u>	<u> </u>	<u> </u>

2. Quantity of Work (Productivity)

Evaluate the volume and timeliness of work based on the requirements of the job. The employee's ability to perform the expected or required amount of work in their current assignment in a safe and effective manner. The volume of work performed by an employee that is consistent with the expectations of their supervisor, and as required by the individual job assignment.

Examples:

- The number of complete inspections of mosquito sources in a zone within a given period consistent with the expectations of the supervisor.
- Completion and submittal of all daily reports and records by the end of the workday.
- Receives and performs work assignment with little or no redundancy.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Meets productivity standards	<input checked="" type="checkbox"/>		
Completes work in a timely manner	<input checked="" type="checkbox"/>		
Works without waste or inefficiency	<input checked="" type="checkbox"/>		
Strives to increase productivity	<input checked="" type="checkbox"/>		
<u>Overall</u>	<input checked="" type="checkbox"/>		

3. Job Knowledge

Evaluate the use of information, procedures, materials, equipment, and techniques, etc. required for the current job. The employee's total work-related knowledge, whether acquired on the job, through training and education, or from previous experience and other jobs. It encompasses the technical skills or knowledge required to perform the essential duties as described in the job description or as required by certification and/or licensing.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Competent in required job skills and knowledge	<input checked="" type="checkbox"/>		
Exhibits ability to learn and apply new skills	<input checked="" type="checkbox"/>		
Keeps abreast of current developments	<input checked="" type="checkbox"/>		
Requires minimal supervision	<input checked="" type="checkbox"/>		
Displays understanding of how job relates to others	<input checked="" type="checkbox"/>		
Uses resources effectively	<input checked="" type="checkbox"/>		
Maintains required certificates and/or licenses	<input checked="" type="checkbox"/>		
Maintains required continuing education units	<input checked="" type="checkbox"/>		
<u>Overall</u>	<input checked="" type="checkbox"/>		

8-46

4. Dependability

Consider meeting deadlines and performing work without close supervision. The employees' recognized actions and behaviors that significantly contributed to the success of their assignment. The employee's ability to perform within an assignment safely and effectively with little or no oversight. The aspect of assuming responsibility for work in a manner consistent with the District's work schedule and related time tables. The trait of being reliable, to get the job done while following direction and policy(s), and completing a job with few errors or problems.

Examples:

- Knowing that an employee will complete all assigned service requests without added or direct supervision.
- Receiving periodic reports from an employee on changes in zone/region conditions without having to ask.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Responds to requests for service and assistance	✓		
Follows instructions; responds to mgmt. direction	✓		
Takes responsibility for own action(s)	✓		
Commits to doing the best job possible	✓		
Keeps commitments	✓		
<u>Overall</u>	✓		

5. Attendance and Punctuality

Consider punctuality and regularity in attendance. The employees' ability to work all assigned days and to be available at the assigned work site at or before the required time.

Examples:

- Works all assigned dates and times per direction of supervisor.
- At assigned work area and ready to start work per direction of supervisor.
- Keeps all appointments with public and coworkers.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Schedules time off in advance	✓		
Begins work on time without request from supervisor	✓		
Keeps absences within guidelines or policy	✓		
Ensures work responsibilities are covered when absent	✓		
Arrives at meetings and appointments on time	✓		
<u>Overall</u>	✓		

8-47

6. Safety and Security

The employees' consistent adherence and implementation of safe work practices and procedures, such as pesticide safety, vehicular and equipment operation, hazardous materials handling, industrial safety, worker safety, and first aid safety. The employees' prudent and safe work by following civic and environmental laws and regulations. Proper handling of equipment and tools to prevent loss or theft. Insures that vehicles and buildings are secure before leaving work area at end of shift or assignment.

Examples:

- Consistent and proper use of rubber gloves, goggles/safety glasses, uniforms, and footwear when mixing or applying pesticides.
- Proper and timely reporting of accidents and field incidents to supervisory personnel.
- Safe and effective operations of District vehicles and equipment.
- Proper use of safety standards and regulations in office, lab, and shop work areas.
- Timely reporting of lost or damaged equipment or tools to immediate supervisor.
- Timely and accurate investigation of lost or damaged equipment or property.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Observes safety and security procedures	✓		
Determines appropriate action beyond guidelines	✓		
Uses equipment and materials properly	✓		
Reports potentially unsafe conditions	✓		
<u>Overall</u>	✓		

7. Working Relationships

Ability to effectively work and interact with coworkers, subordinates, supervisors, management, and the public within the current job assignment. Provides consistent communication with coworkers to insure work is performed in an orderly and timely fashion. When problems related to maintaining an effective working relationship are encountered between this employee and their coworkers or public, this employee takes quick and necessary steps to resolve the problem to continue work in an effective manner.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Establishes and maintains effective relations.	✓		
Exhibits tact and consideration.	✓		
Displays positive outlook and pleasant manner.	✓		
Offers assistance and support to coworkers.	✓		
Works cooperatively in group situations.	✓		
Works actively to resolve conflicts.	✓		
<u>Overall</u>	✓		

Summary

I. Supervisor comments:

Tiffany's job performance is being evaluated on an abbreviated second half of the 2010 season. Tiffany returned to work on Monday, August 30, 2010. Evaluation period being August 30, 2010 thru December 31, 2010.

II. Employee comments:

III. Areas or items deserving of recognition:

Tiffany has done a good job during this evaluation period. Tiffany provides good feedback on issues that may occur in her assigned area. Tiffany takes care of district provided equipment, and keeps good overall records.

IV. Areas or items needing immediate attention:

although improvement has been recognized, Tiffany needs to become more confident in her work duties by utilizing what she has learned here over the past several years as an Mosquito Technician I.

V. Overall rating:

☒

Satisfactory

☐

Needs Improvement

☐

Unsatisfactory

Employee signature:

Tiffany Ang

Date:

1-27-11

Supervisor signature:

Lisa Lee
1-27-11

Date:

1-27-11

Original to personnel file, date:

Copy to employee, date:

1-27-11

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