

## Melissa Dodge

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**Subject:** FW: Myriam Bachs - Stormwater Technician Position

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**From:** Desmond Chin  
**Sent:** Monday, November 06, 2017 5:22 PM  
**To:** Yvonne Picado; Missy Arocha  
**Cc:** Melissa Dodge  
**Subject:** RE: Myriam Bachs - Stormwater Technician Position

<https://www.palmettobay-fl.gov/185/Annual-Budgets-Financial-Reports>

Desmond Chin  
Finance Director  
Village of Palmetto Bay  
305-259-1268 Phone  
305-259-1290 Fax

*Under Florida Law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.*

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**From:** Melissa Dodge  
**Sent:** Tuesday, October 24, 2017 4:24 PM  
**To:** Desmond Chin  
**Cc:** Missy Arocha  
**Subject:** RE: Myriam Bachs - Stormwater Technician Position

Desmond,

Can you please let us know where the information exist online so that we can comply with the request. Please copy Yvonne in the Manager's office on the information.

Thank you,

*Melissa Dodge  
Administrative Assistant  
Office of the Village Clerk  
Village of Palmetto Bay  
9705 East Hibiscus Street  
Palmetto Bay, FL 33157  
Ph: 305-259-1234  
Fax: 305-259-1290*

Please Note: Florida has very broad public records laws. Most written communications to or from local officials regarding official business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

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**From:** Desmond Chin  
**Sent:** Tuesday, October 10, 2017 5:07 PM

Thank you.

Sincerely,  
Olga Cadaval  
Human Resources & Communications Director  
Village of Palmetto Bay

**From:** Valeria O Amuse Time [<mailto:mbachs77@gmail.com>]  
**Sent:** Monday, September 25, 2017 3:43 PM  
**To:** Olga Cadaval  
**Cc:** Jessica Mak  
**Subject:** Myriam Bachs - Stormwater Technician Position

Good Afternoon Olga,

I hope this email finds you well. I need to make a request please, could you please forward to me the following:

1. Letter of Termination.
2. All the evaluations that were given to me during the time of employment, during the probation time the 3 months probation (as the Village requires) and at the extended 6 months probation, since I did not keep a copy of them.
3. Stormwater Management profit budget from 2014 and from 2015.

As well, if you please could give a formal explanation why the position of stormwater technician has not been filled out since I was terminated from the Village.

Could you please send to me the documents at the earliest. Thanks!

Best Regards,

Myriam Bachs

## Melissa Dodge

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**From:** Olga Cadaval  
**Sent:** Thursday, September 28, 2017 11:38 AM  
**To:** Missy Arocha; Melissa Dodge  
**Cc:** Yvonne Picado; Jessica Mak  
**Subject:** FW: Myriam Bachs - Stormwater Technician Position

Missy/ Melissa,

See below public records request. We will compile the documents and provide them to the Village Manager once completed in accordance to our public records policy.

Thank you.

Sincerely,  
Olga Cadaval  
Human Resources & Communications Director  
Village of Palmetto Bay

**From:** Valeria O Amuse Time [<mailto:mbachs77@gmail.com>]  
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**Cc:** Jessica Mak  
**Subject:** Myriam Bachs - Stormwater Technician Position

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As well, if you please could give a formal explanation why the position of stormwater technician has not been filled out since I was terminated from the Village.

Could you please send to me the documents at the earliest. Thanks!

Best Regards,

Myriam Bachs

# SPECIAL REVENUE FUND – PUBLIC WORKS DIVISION

	<ul style="list-style-type: none"> <li>• Represented Village as part of the Miami-Dade County NEAT Streets Board at the 2017 LEAF Summit held at FIU North Campus.</li> <li>• Recertified for FDOT's Local Agency Program (LAP), making the village eligible to receive FDOT and federal funding.</li> <li>• Completed SRTS design for Coral Reef and Perrine Elementary schools.</li> <li>• Executed LAP agreement for 2 FDOT projects in FY 17-18, which started on July 1, 2017.</li> </ul>
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## STAFFING DETAIL & BUDGET

VILLAGE POSITION DETAIL		FY 15-16		FY 16-17		FY 17-18	
		Final		Final		Proposed	
Public Services		PT	FT	PT	FT	PT	FT
Public Works	Public Services Director	0.0	1.0	0.0	1.0	0.0	1.0
	Administrative Assistant	0.0	1.0	0.0	1.0	0.0	1.0
	Field Operations Supervisor	0.0	1.0	0.0	1.0	0.0	1.0
	Grounds Maintenance Worker	0.0	3.0	0.0	3.0	0.0	4.0
	Stormwater Engineering Technician	0.0	1.0	0.0	1.0	0.0	0.0
	Bus Operator	1.0	0.0	1.0	0.0	0.0	1.0
	Transit Operations Specialist	0.0	1.0	0.0	1.0	0.0	1.0
<b>Total Public Works Positions</b>		<b>1.0</b>	<b>8.0</b>	<b>1.0</b>	<b>8.0</b>	<b>0.0</b>	<b>9.0</b>
Facilities Maint.	Facilities Maint. Superintendent	0.0	1.0	0.0	1.0	0.0	1.0
	Facilities Maint. Worker I	2.0	3.0	1.0	2.0	0.0	2.0
	Facilities Maint. Worker II	0.0	1.0	0.0	1.0	0.0	1.0
	Maintenance Supervisor	0.0	1.0	0.0	1.0	0.0	1.0
	Maintenance Technician	0.0	1.0	0.0	1.0	0.0	1.0
	Maintenance Worker	4.0	3.0	4.0	3.0	4.0	3.0
<b>Total Facilities Maint. Positions</b>		<b>6.0</b>	<b>10.0</b>	<b>5.0</b>	<b>9.0</b>	<b>4.0</b>	<b>9.0</b>
<b>Total Public Services Positions</b>		<b>7.0</b>	<b>18.0</b>	<b>6.0</b>	<b>17.0</b>	<b>4.0</b>	<b>18.0</b>



**Village of Palmetto Bay**

August 24, 2015

Ms. Myriam Bachs  
19761 Belview Drive  
Cutler Bay, FL 33157

(Via regular & electronic mail)  
N/A Hand delivered  
by O. Cadaval, HR  
Director

RE: Notice of Recommendation to Terminate

Dear Ms. Bachs:

Ms. Corrice Patterson, as your Department Director, has advised the Village Manager that your continued employment is not in the best interest of the Public Works Department and has recommended your termination. This recommendation was based on your unsatisfactory work performance, and in particular, your inability to sustain a consistent satisfactory work performance.

Pursuant to the recommendation made by Ms. Patterson, the Village Manager will render a final decision by 5:00 p.m. today. Please be advised that you have the opportunity to address the Village Manager before such final decision is made. If you wish to address the Village Manager, **you must inform the Human Resources Department no later than 4:45 p.m.** by calling 305-259-1236, and a meeting will be scheduled for that purpose. Notification of the meeting date, time and location will be provided to you in writing. The Public Works Director and the Human Resources Director will be in attendance. Due to the sensitive nature of your position, you are hereby placed on suspension with pay until a final determination is rendered by the Village Manager.

Sincerely,

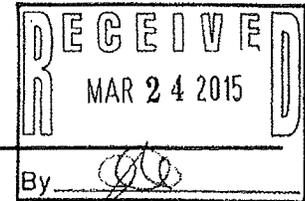
Olga Cadaval  
Human Resources Director

cc: Edward Silva, Village Manager  
Corrice Patterson, Public Works Director



Village of Palmetto Bay

General Employees Performance Evaluation Form



Myriam Bachs  
Employee Name

0079 0196  
Employee No.

Public Works  
Department

Stormwater Eng. Tech.  
Title

Stormwater Utility  
Division

7/14/2014  
From

1/14/2015  
To

3/2/2015  
Evaluation Date

Please check one of the options below:

6-Months Review       Annual Review       Other - Please specify below:

For each criterion below, please place the score that best describes the person being rated in the box to the right.

1. QUALITY OF WORK					2.5
1   Unsatisfactory	2   Marginal	3   Average	4   Exceeds Expectations	5   Achieves Excellence	
Work of poor quality; must be checked constantly and often redone.	Quality of work rarely meets acceptable standards with most works to be redone.	Quality of work is satisfactory, generally meets acceptable standards.	Work is consistently thorough. Produces works of high quality and shows care in its preparation.	Quality of work achieves excellence. Produces exceptional and outstanding quality in all aspects of work.	

Comments:

During this evaluation period, Myriam has produced work that is rarely accurate or complete. The work performed must be checked for errors and omissions constantly. Myriams needs to perform a thorough review of work performed and pay close attention to details which will allow consistency in producing quality work that meets acceptable standards.

2. QUANTITY OF WORK					2.5
1   Unsatisfactory	2   Marginal	3   Average	4   Exceeds Expectations	5   Achieves Excellence	
Unable to meet deadlines and complete tasks within a reasonable length of time without detailed instructions	Seldom achieves satisfactory production or meets deadlines; gives up too easily or takes too much time completing job assignments.	Production is satisfactory; generally meets deadlines, plans and organizes work effectively.	Rapid worker; completes all tasks prior to deadline, does extra work willingly, even when faced with difficulties.	Exceptional producer. Quantity of work is outstanding and distinctive. Goes the "extra mile" to get normal and additional work completed, even under adverse conditions.	

10

**Comments:**

Over the past six (6) months Ms. Bachs has required detailed instructions to complete job assignments. Ms. Bachs needs to organize herself in a manner that will effectively produce the quantity of work required for the Department to meet internal and external customer needs. Myriam is not confident in her ability to complete work assignments without extensive instructions which contributes to her inability to continuously meet scheduled deadlines. Ms. Bachs can improve upon the quantity of work produced through improved attendance, networking, education and better use of use of internal and external resources.

3. ATTENDANCE				2.5
1   Unsatisfactory	2   Marginal	3   Average	4   Exceeds Expectations	5   Achieves Excellence
Excessive absenteeism and/or frequently late.	Often deficient in attendance and/or punctuality	Usually present and punctual/on time. Employee is faithful in coming to work daily and conforms to established work hours.	Prompt, regular in attendance and always punctual/ on time and ready to begin duties at the assigned hour.	Outstanding attendance record with exceptional preparation for duty.

**Comments:**

Ms. Bachs has been deficient in her attendance over the past six (6) months without regard for established deadlines and work schedule. During this evaluation period, Ms. Bachs has been counseled on her tardiness and absenteeism. Ms. Bachs has shown little improvement in her ability to conform to the established work hours. Ms. Bachs needs to improve upon her attendance in order to accomplish the requirements of her job duties during the established work hours.

4. KNOWLEDGE OF THE JOB				3.0
1   Unsatisfactory	2   Marginal	3   Average	4   Exceeds Expectations	5   Achieves Excellence
Lacks overall understanding of the job and its importance; displays no interest in work assignment and demonstrates limited ability in performing the core job functions	Has minimal knowledge and understanding of the job. Learns works assignments slowly. Requires much instruction and guidance.	Has adequate knowledge of all aspects of work assignments and performs satisfactorily.	Very well informed. Knowledge and skills exceed requirements. Requires limited to no supervision.	Exceptionally well informed and prepared. Is able to complete assignments and perform job duties in an excellent manner with only general oversight and supervision.

**Comments:**

Over the past six months, Ms. Bachs successfully completed two (2) Stormwater certification training courses that have grown her knowledge in the area of stormwater management. Ms. Bachs has been slow at educating herself on the Village's Stormwater Management and Stormwater Utility policies, procedures, standards, and regulations which limits her ability to perform some of her core job functions within a timely manner. This employee has technical and professional knowledge to meet job requirements but hasn't taken opportunities available to proactively network with others in the field to be better informed on stormwater management practices and policies.

5. INITIATIVE					2.3
1   Unsatisfactory	2   Marginal	3   Average	4   Exceeds Expectations	5   Achieves Excellence	
Lacks self confidence; displays little drive; does not strive to achieve; does not accept duties or responsibilities.	Occasionally comes up with a new idea; puts forth little effort; slow to achieve.	Has self-confidence; frequently suggests new ways to do things; resourceful and uses time wisely.	Consistently uses own initiative; often suggests changes to improve work, seeks new and better ways of doing things, is creative, and usually finds own way to deal with emergencies.	Outstanding and exceptional initiative; a self-starter. Highly resourceful and shows superior ability to think through and solve problems.	
<b>Comments</b>					
<u>Ms. Bachs needs to show improvements within this category. Must show more initiative and become more "pro-active" in following up on outstanding issues. This employee accepts duties and responsibilities but doesn't always follow through on assigned task without increased supervision. Ms. Bachs lacks confidence in her ability to simplify and/or improve upon stormwater management procedures, techniques and processes. Ms. Bachs has identified additional stormwater utility funding but she needs to be more aggressive with her stormwater utility audits and reporting of finding to increase revenue receipts for implementation of future projects.</u>					

6. JUDGMENT AND DECISION-MAKING					2.5
1   Unsatisfactory	2   Marginal	3   Average	4   Exceeds Expectations	5   Achieves Excellence	
Decisions are often wrong usually due to poor judgment. Frequently hesitates or neglects to make necessary decisions.	Occasionally makes poor decisions due to insufficient information or poor judgment. At times neglects to make decisions when necessary.	Usually arrives at sound decisions. Analyzes issue at hand to resolve the problem and reach alternatives that are usually good. Makes decisions in a timely manner.	Uses good judgment in analyzing problems and providing alternatives to reach decisions that effectively resolve the issue. Makes timely decisions.	Demonstrates superior decision-making ability which shows excellent judgment. Commendable record of well thought-out decisions.	
<b>Comments:</b>					
<u>Ms. Bachs analyzes issues but is usually reluctant to act on decisions without prior approval. This employee needs to be prepared to act authoritatively and confidently on situations that may require immediate resolution. It is expected that she will make sound judgment and independent decisions under the scope of her duties and responsibility before her next evaluation.</u>					

7. TEAMWORK					3.2
1   Unsatisfactory	2   Marginal	3   Average	4   Exceeds Expectations	5   Achieves Excellence	
Is inclined to be undependable and troublesome; blunt, uncooperative, discourteous, and often antagonizes those with whom the employee has contact	Sometimes uncooperative, displays impoliteness and tactlessness	Works well with others; makes an honest effort to be cooperative, follows instructions, exercises tact, and assists others as needed	Works very well with others; very polite and very tactful in dealing with the public and fellow colleagues; receives constructive criticism well. A commendable team worker who facilitates cooperation with others.	Extremely cooperative. Exceptional techniques in dealing and assisting others Outstanding team worker.	

**Comments:**

Ms. Bachs works on independent projects as part of the overall Public Works team. In this short period of time, Ms. Bachs has demonstrated her ability to work in a team based environment.

8. PUBLIC CONTACT					3.0
1   Unsatisfactory	2   Marginal	3   Average	4   Exceeds Expectations	5   Achieves Excellence	
Has frequent problems in dealing with the public; discourteous.	Occasionally discourteous in dealing with the public. Sometimes tactless.	Generally good skills in dealing with the public. Is usually courteous and effective, but lacks ability to go the extra step to help if needed.	Always courteous and helpful. Makes an extra effort to assist the public as necessary.	Extremely courteous and helpful. Very effective in providing assistance even if outside the realm of the regular work duties. Exemplary role model.	

**Comments:**

Ms. Bachs is very polite when communicating with external agencies, other departments and the public. Ms. Bachs is a good listener and makes every effort to assist others but sometimes has difficulty communicating in an effective manner to convey information to those individuals that she comes in contact with on a daily basis in a helpful and professional manner.

**Overall Evaluation: Record appropriate number in the box.**

2.68

Unsatisfactory (1): Employee's work is failing and well below job requirements.\*

Marginal (2): Employee's work is weak and does not fully meet normal/average job expectations.\*

Average (3): Employee's work is satisfactory and meets expectations in performance and job requirements.

Exceeds Expectations (4): Employee's work is very good and surpasses regular expectations and exceeds job requirements.

Achieves Excellence (5): Employee's work fully achieves excellence; far exceeds job requirements and is outstanding, exceptional and distinctive.

NOTE: Employees who earn an Unsatisfactory or Marginal rating must be provided with a Performance Growth Plan at the time the evaluation is discussed.

**Evaluator's Additional Comments: (Continue on attachments as necessary):**

In the past six (6) months, Ms. Bachs has completed the FSA Stormwater Operator Certification Level 1 and 2 Course. Ms. Bachs has proven that she has the competence to achieve results when attempting to implement the goals and objectives identified for the Division of Stormwater Utility but she needs to be well-versed on the responsibilities and duties of her position in order to be highly proficient in obtaining results that are beneficial to the Village in this job capacity. Ms. Bachs needs to take immediate action to correct her tardiness/attendance issues in order to meet the requirements of the job. It is recommended that Ms. Bachs be placed on a performance growth plan, whereas, she must meet the requirements specified in the plan in order to continue to function in her current job capacity.

<u>Margaret Boyle</u>	<u>3/23/2015</u>	<u>Same as evaluator</u>	
Signature of Employee	Date	Signature of Department Head	Date
<u>[Signature]</u>	<u>3/23/2015</u>	<u>[Signature]</u>	<u>4/3/15</u>
Signature of Evaluator	Date	Signature of Village Manager	Date

The employee being evaluated is requested to sign this sheet, not to indicate approval, but to show that he/she has ready, discussed and received a copy of this document and any attachments, and shall file promptly with the Personnel Department such statements or explanations which he/she may desire to add. Refusal of the employee to sign document will in no way invalidate the report.

Does this report include attachments:  Yes  No

\*Is this employee recommended for a merit salary increase or a merit bonus?  
 Yes \_\_\_\_\_(indicate percentage)  No

*\*Unsatisfactory or marginal ratings will result in the denial of a merit increase. Salary increases are subject to funding availability and are limited to the percentage approved in the Adopted Budget for the current fiscal year.*

March 9, 2015

To: Corrice Patterson, Director Public Works Department, Village of Palmetto Bay  
From: Myriam Bachs, Stormwater Engineer Technician, Village of Palmetto Bay

Re: Six months Review Evaluation (7/14/2014 – 1/14/2015) dated March 2, 2015

Dear Mrs. Patterson,

After reviewing my initial 6 six-month period performance evaluation report, I recognize and acknowledge the performance areas needing improvements. I compromise to make an improvement work plan with Mrs. Patterson in order to acquire the necessary training and be willing to follow the expected steps and procedures to meet the level of performance required and if possible exceed the employer's expectations. The following actions are of my interest and I am willing to improve and make the necessary adjustments to advance in these areas.

1. Quality of Work

I will review through before submitting any document to check for any errors and omissions. In my review will pay attention closely to details in order to produce a good and expected quality of work that meets the Village's acceptable standards.

2. Quantity of Work

I will increase my level of confidence in order to produce an efficient and required amount of works that satisfies the Village's standards. Also will use all the needed resources to be able to increase the production and meet the required deadlines.

3. Attendance

I will plan ahead any inconvenience and emergency situation that conflicts with my work schedule and work accomplishments. I will notify in advance, as better as possible of the days that will need to be absent of my work such due to sickness, vacations and appointments.

As Mrs. Patterson recommends I will have a back plan for such situations in order to minimize any tardiness or absence that could be out of immediate control.

4. Knowledge of the Job

I will continue to obtain training available and advance in to have better knowledge of my position for the policies, procedures, standards and regulations which would expand my understanding of my duties and requirements. I will take advantage of the educational tools and network opportunities tools to improve in my areas of deficiency.

5. Initiative

I will minimize any uncertainties that I find in my work duties by preparing myself better and getting the knowledge and confidence necessary to handle independently my work assignments. I will look for the tools necessary to achieve that level of confidence to increase revenue receipts for the future projects.

6. Judgment

I will work more responsible and prepare better in my job assignments to act with authority and confidence. I will minimize any doubts or questions by searching and understanding daily parts of my job functions and using the resources and training that is provided to me.

7. Teamwork

I really enjoy working with my peers and be cooperative with them. I will improve in working more independently my required jobs assignments.

8. Public Contact

I will continue to be polite in communicating either with my peers as well with the external agencies and the public, I will minimize the level of doubt and have more confidence in communicating more effectively with those individuals that I come in contact with on a daily basis in a more helpful and professional manner.

# FLORIDA STORMWATER ASSOCIATION

Has Conferred Upon

Myriam Bachs

The Designation of

Stormwater Operator – Level 2

*For the successful completion of the FSA Stormwater Operator Certification Level 2 Course.*

Course Date: August 5-6, 2014

Course Location: Miami-Dade



Executive Director

August 6, 2014

Date



Florida Stormwater Association

Expires: 2019

# FLORIDA STORMWATER ASSOCIATION

Has Conferred Upon

Myriam Bachs

The Designation of

Stormwater Operator – Level 1

*For the successful completion of the FSA Stormwater Operator Certification Level 1 Course.*

Course Dates: July 22-23, 2014

Course Location: Miami-Dade



Executive Director

July 9, 2014

Date



Florida Stormwater Association

Expires: 2019



Village of Palmetto Bay

Corrective Action and Performance Improvement Plan Form

Employee Name	Myriam Bachs	Meeting Date:	3/6/2015
Employee Number:	196	Department:	Public Works
Position Title:	Stormwater Engineering Tech.	Supervisor:	Corrice E. Patterson

NOTICE TO THE EMPLOYEE: You are hereby notified that effective today, and extending through 6/22/2015, you are being placed on a written improvement plan. During this period, you will be given the opportunity to significantly improve your job performance, particularly in the areas addressed herein, and also those areas identified as Average or below on your current Performance Evaluation, hereby attached as reference.

As part of this action, your work will be closely monitored by your Department Director and/or Supervisor, and you must demonstrate a significant improvement in the following area(s):

<b>A. Standard(s) of Performance Reviewed</b>
<input checked="" type="checkbox"/> Quality of Work <input checked="" type="checkbox"/> Quantity of Work <input checked="" type="checkbox"/> Attendance <input type="checkbox"/> Job Knowledge <input checked="" type="checkbox"/> Initiative <input checked="" type="checkbox"/> Judgment & Decision-making <input type="checkbox"/> Teamwork <input type="checkbox"/> Public Contact <input type="checkbox"/> Conduct <input type="checkbox"/> Other _____

<b>B. Specific Problem Areas to be Corrected (include a brief description of each)</b>
1. The quality of Ms. Bach's work over the past six months has been below expectations. Work is consistently returned for correction of documentation errors. Employee has been instructed on numerous occasions to review documentation prior to submitting for Directors final approval.
2. Ms. Bachs fails to complete tasks in order of their priority often resulting in very low priority work being accomplished, while high priority work remains incomplete. Failure to prioritize and conduct field audits within the established deadline results in reduction of annual stormwater utility revenue.
3. Ms. Bachs has created a pattern of calling in sick, leaving early and arriving late for work has been observed. At times employee has exhausted all available PTO. Thirteen (13) of the 15 dates in which the employee <u>toke</u> PTO leave during the first six (6) months of employment were <u>unscheduled/unplanned</u> . Attendance records of this nature contribute to this employee's inability to meet established deadlines. Attached is a list of attendance issues over the past six (6) months by day of the week and hours missed with most



## Village of Palmetto Bay

### Corrective Action and Performance Improvement Plan Form

occurring on a Monday or Friday. Employee has been counseled on several occasions verbally on attendance issue.

4. Ms. Bachs is not result driven therefore her drive and determination for generating accurate documentation reflective of job task are lacking. She shows no strong sense of urgency to accomplish the goals and objectives of the Department without increased supervision. Immediate supervision is definitely needed to arrange or amend the priority of the work to be performed by Ms. Bachs.
5. Ms. Bachs routinely avoids making decisions as demonstrated in her inability to meet scheduled timelines. She normally neglects to make decisions regarding outstanding task due to her lack of confidence in communicating all the facts before making a decision with fear of negative results.

#### **C. Corrective Action/ Performance Improvement Plan:**

##### Describe the actions to be implemented:

1. Employee and supervisor to establish templates to reduce the number and frequency of errors identified in work produced.
2. Employee and supervisor will devise a Work Log for use by employee in logging work to be done, identifying the time and date received the number of the priority, date completed, and name of person generating the work. As soon as possible, employee will attend a seminar on time management.
3. Effective immediately, no annual leave will be approved unless it is requested by you at least forty-eight (48) calendar hours in advance of when it is to be taken. If an emergency occurs, contact me personally by telephone, and I will consider the situation on its merits. Employee will arrive and leave work at the scheduled work hours.
4. Immediately meet with supervisor to arrange or amend the priority of the work to be performed. Process work in less time with fewer errors in accordance with work log.
5. Empower Ms. Bachs to think and act on her own by assigning a small manageable project where she can enhance her decision-making skills without fear of failure and risk to the Village. Allow her to take ownership of the assignment and create a detailed plan for how she would address issues of concern.

##### Identify the desired results:

1. Increase accuracy of documentation. Do not make excuses for errors or problems, acknowledge and correct mistakes.
2. Established deadlines are met.
3. Compliance with scheduled work hours and established procedures for requesting and reporting her absences. Establish a surplus of PTO hours to support her future request for leave hours.
4. Increased productivity and responsiveness in meeting departmental objectives. It is expected that the employee shall be more prepared on a daily basis and aggressively work to gain the knowledge and skills required to do the current job right the first time



Village of Palmetto Bay

Corrective Action and Performance Improvement Plan Form

with minimal supervision.

- 5. Learn from past similarities by noting similarities between current and past situations, and from that, identify a course of action in the decision making process. Provide the pros and cons of a prospective action and makes the best decision based on pros/cons, identify options and choose a course of action to address issues.

Indicate assessment standards to measure results:

- 1. Completes all work according to procedures and standards. Double checks the accuracy of information to provide accurate and consistent work with 95% accuracy in documenting standard information.
2. Meet productivity standards, deadlines and work schedules. At the end of each week, work in-progress will be reviewed. Unless some unusual situation has occurred and been modified and approved by your immediate supervisor, all Priority 1 work shall be complete.
3. Bring level of attendance to an acceptable standard. Work all scheduled hours in their entirety during the next 90 days in accordance with the corrective action plan while maintaining a positive PTO balance.
4. Review key professional development activities, job assignments, work accomplishments, projects, and initiatives completed during the next 90 days that demonstrate an increase in productivity and knowledge of job duties completed in accordance with scheduled timeline.
5. Employee shall demonstrate her ability to determine the cause of a problem utilizing the processes of research, analysis and critical thinking to develop a plan that addresses the problem, and then implement the plan.

Failure to meet and sustain improved performance may lead to further disciplinary action, up to and including termination. Corrective action may be taken in conjunction with, during, or after the performance plan.

Agreed upon by:

Meyrick Beeler
Employee Signature

3/23/2015
Date

same as Director
Supervisor Signature

Date

Adrian C. Pate
Department Director Signature

3/23/2015
Date



Village of Palmetto Bay

Corrective Action and Performance Improvement Plan Form

D. Corrective Action/ Performance Improvement Plan Review				
Periodic Review Assessment:			Initials:	
Date	Problem Area	Comments	Employee	Supervisor
4/15	Attendance	Late/hardiness		<i>CEP</i>
5/1	Documentation	discuss ongoing issues with errors		<i>CEP</i>
6/3	Documentation	discuss issues with productivity and attendance		<i>CEP</i>

Performance Plan satisfactorily completed on NA

Review completed by:

\_\_\_\_\_  
Supervisor's Signature Date \_\_\_\_\_

Reviewed and accepted by:

\_\_\_\_\_  
Employee Signature Date \_\_\_\_\_

\_\_\_\_\_  
Department Director Signature Date \_\_\_\_\_

This performance plan is not intended to be an employment contract or guarantee of continuing employment.

Original: Employee Personnel File (upon completion)