

TOWN OF GREENVILLE
ORDINANCE NO. 2011-WO-066

**ORDINANCE FOR MERIT AND COST OF LIVING INCREASES FOR
WATER UTILITY EMPLOYEES FOR THE YEAR 2012 OF THE
GREENVILLE MUNICIPAL WATER UTILITY OF GREENVILLE,
INDIANA**

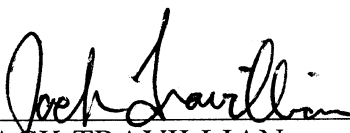
WHEREAS, the Greenville Municipal Water Utility Council in an Executive Meeting held on November 7th, 2011 reviewed the performance appraisals for Water Utility Employees submitted by the Water Utility Superintendent for merit and cost of living increases to be reflective on their first pay period in January 2012;

THEREFORE, BE IT ORDAINED AS FOLLOWS:

1. Employee Gary Getrost, Water Utility Superintendent shall receive a 3.5% increase over his current rate of compensation established by Resolution Agreement 2009-R-082 dated 12-14-2009.
2. Employee Steven Schmitt, Assistant Water Utility Superintendent shall receive a 4.5% increase over his current rate of compensation established by Ordinance 2010-W-085 dated 12-13-2010.
3. Employee Amy Stone, Office Manager and Clerk shall receive a 4.5% increase over her current rate of compensation established by Ordinance 2010-W-085 dated 12-13-2010.
4. Employee Crystal Burkhart, Office Clerk shall receive a 6.5% increase over her current rate of compensation established by Ordinance 2010-W-085 dated 12-13-2010.

ADOPTED BY THE TOWN COUNCIL AND WATER UTILITY COUNCIL
FOR THE TOWN OF GREENVILLE, INDIANA ON THE 14th DAY OF
NOVEMBER, 2011.

PRESIDENT OF THE GREENVILLE
WATER UTILITY AND THE TOWN
COUNCIL OF GREENVILLE, INDIANA



JACK TRAVILLIAN,
CLERK/TREASURER



TALBOTTE RICHARDSON

PREPARED BY: RANDAL JOHNES

Oct. 27, 2011

To: GREENVILLE TOWN COUNCIL

Employee Evaluation: Steven Schmitt

Steven has been with the Utility for 4 years and 9 months. Steven now has another good year of experience and continues to learn the different aspects of operating a water system. He continues to be in charge of the supervision of meter installations, water leak repairs, and proper flushing once repairs are done. Steven, with some guidance performed our semi-annual lead and copper program this year. This consists of making contact with specific water customers, collecting water samples, getting them to the lab, tabulating and compiling the results and forwarding to the state (IDEM). I will work with Steven in 2012 to compile all of the water sample analysis collected for 2010 in preparation for the distribution of our required annual Consumer Confidence Report.

Steven is a very dependable employee, hard working, never complains and arrives at work at least 15 minutes early every day.

Steven received a .35 cents per hour increase on January 1, 2011 which brings him to \$17.00 per hour.

Gary W. Getrost

EMPLOYEE EVALUATION

From Date: Nov 4, 2010 To: 10/27/2011

Name: Steven Schmitt Grade Level: _____

Position: Assistant Water Supt Supervisor: GW Getrost

Years of Employment: 4 years & 9 mo Reports To: GW Getrost

Education: High School - Received State Certification

Additional training or experience pertaining to present position: AOWWA Water School AND CONTINUING education classes

Personal Qualities: WORKS better with customers, EASY to work with, very dependable, INNOVATIVE, HAS A positive Attitude.

	Excellent	Very Good	Good	Fair	Poor
Energy/Drive		✓			
Flexibility	✓				
Organization		✓			
Communication		✓			
Attendance/Tardiness	✓				
Questioning/Probing			✓		
Motivation		✓			
Accomplishing Goals		✓			
Numerical Perception		✓			
Mechanical Skills		✓			
Leadership Traits		✓			
Time Management		✓			
Dependability	✓				
Honesty	✓				
Work Quality		✓			
Ability to Talk with customers		✓			

Employee Comments: _____

Employee Signature: _____

Supervisor Signature: Gary W. Getrost

Oct. 27, 2011

To: GREENVILLE TOWN COUNCIL

Employee Evaluation: Amy Stone

Amy has been with the Utility for 8 years and 3 months and continues to do an excellent job for the Utility. She is a very conscientious and organized employee. Not only does Amy make a point to learn as much about her job and duties as possible but she also continues to learn as much as she can about other aspects of the Utility operations, which is a definite advantage. Amy does a great job dealing with customers, complaints, water leaks, levels of hardness in the water, and other water related issues. She checks pricing when ordering office supplies to help hold down the costs of the Utility.

Amy continues to do a great job for the Clerk Treasurer and the Town Council. A good public image of this Utility is something I have always thrived to maintain and Amy is a big part of that with her personal and professional touch.

Amy received a .35 cent per hour increase on January 1, 2011 which brings her to \$17.55 per hour.

Gary W. Getrost

EMPLOYEE EVALUATION

From Date: Nov 4, 2010 To: 10/27/2011

Name: Amy Stone Grade Level: _____

Position: Office Manager Supervisor: GW Getrost

Years of Employment: 8 years & 4 mo. Reports To: GW Getrost - J. Travillian

Education: _____

Additional training or experience pertaining to present position: VARIOUS BUSINESS AND COMPUTER COURSES, DATA ENTRY, MULTILINE PHONE SYS.

Personal Qualities: Excellent with customers, Very professional, polite, dependable, organized.

Level of Performance

	Excellent	Very Good	Good	Fair	Poor
Energy/Drive	✓				
Flexibility	✓				
Organization	✓				
Communication	✓				
Attendance/Tardiness	✓				
Questioning/Probing	✓				
Motivation	✓				
Accomplishing Goals	✓				
Numerical Perception		✓			
Mechanical Skills			✓		
Leadership Traits		✓			
Time Management	✓				
Dependability	✓				
Honesty		✓			
Work Quality	✓				
Ability to Talk with customers	✓				

Employee Comments: _____

Employee Signature: _____

Supervisor Signature: Gary W. Getrost

OCT 27, 2011

To: GREENVILLE TOWN COUNCIL

Employee Evaluation: Crystal Burkhart

Crystal has been with the Utility for 2 years and 3 months and continues to do a very good job in all aspects of her duties. She has improved in a lot of different ways, assisting customers in person and on the phone, having the ability to deal with the not so pleasant customers in a polite but firm manner. Crystal has gained confidence and self-esteem that she lacked before which has allowed her to perform her duties in a more professional way. She is quick to learn and pick up on new things. Crystal continues to help read water meters approximately one and a half days a week and never complains about the inclement weather. Her attendance record is very good (3 ½ days off in the last 16 months). Crystal is a very dependable employee and an asset to this Utility.

Crystal Received a .50 cent per hour increase on January 1, 2011 which brings her to \$11.00 per hour.

Gary W. Getrost

EMPLOYEE EVALUATION

From Date: Nov 4, 2010 To: 10/27/11
 Name: Crystal Burkhardt Grade Level: _____
 Position: office clerk Supervisor: G.W. Getrost
 Years of Employment: 2 years & 3 mo. Reports To: A. Stone
 Education: High School
 Additional training or experience pertaining to present position: _____

Personal Qualities: Polite, honest, has a desire to learn, continues to improve when dealing with customers.
 Level of Performance _____

	Excellent	Very Good	Good	Fair	Poor
Energy/Drive		✓			
Flexibility	✓				
Organization		✓			
Communication			✓		
Attendance/Tardiness	✓				
Questioning/Probing		✓			
Motivation		✓			
Accomplishing Goals		✓			
Numerical Perception		✓			
Mechanical Skills			✓		
Leadership Traits			✓		
Time Management		✓			
Dependability	✓				
Honesty	✓				
Work Quality		✓			
Ability to Talk with customers		✓			

Employee Comments: _____

Employee Signature: _____
 Supervisor Signature: Gary W. Getrost