



Colorado Centre Metropolitan District

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Subject: Management Work Session

Date: 26 March 2022 **Location:** TBD

Invitees: CCMD Board of Directors – Floyd Edwards (President), Jacky McClintock (VP), Joan Lucia-Treese (Treasurer), Norm Wodell (Secretary), Cynthia Dixon (Assistant Secretary/Treasurer)

9:00 AM – 9:30 AM Welcome/Agenda Review

9:30 AM – 10:00 AM Personnel Policy and Procedure Manual Update

- Add: Language to address US Public Health Emergency Leave (i.e., COVID-19) to Sick Leave
- Add: Veterans Day
- Remove: New Year's Eve
- Add: Day after Thanksgiving
- Break out Inclement Weather Leave form
- Clean up miscellaneous language/formatting errors

11:30 AM – 12:30 PM Break for Lunch

12:30 PM – 2:00 PM Position Descriptions

- District Manager
- Superintendent of Field Operations
- Water/Wastewater Technician
- Parks & Recreation Technician
- Office Administrator
- Customer Service Specialist

2:00 PM – 5:00 PM Employee Evaluation System

- Conduct Initial counseling session – Discuss supervisor expectations & set employee improvement goals
- Mid-year feedback – Face-to-face
- Annual Evaluation – Face-to-face
- 1 thru 5 Rating