

Memorandum of Understanding

By and Between

Thurston County,

Thurston County Prosecuting Attorney's Office (Employer),

And

AFSCME/WSCCCE Local 618-Courthouse (Union)

During negotiations of the 2020-2022 Collective Bargaining Agreement, the parties agreed to create an ad hoc Labor-Management Committee (LMC) tasked with reaching agreement on the process for sharing job performance feedback in the Prosecuting Attorney's Office.

The ad hoc LMC met several times resulting in the following agreement:

A. For 618-CO employees in the Thurston County Prosecuting Attorney's Office, the provisions of Article 6.5, Evaluations, describing the formal performance evaluation process, shall be understood to mean the following:

1. On an annual basis, generally in the month in which the employee's hire date anniversary falls, employees will meet with their Team Leader/Supervisor for a Professional Development Meeting.

Prior to the meeting, employees will be provided a "Professional Goal Development Worksheet." Use of the worksheet is encouraged but not required and the worksheet is not retained after the meeting, unless requested by the employee. (A copy of the worksheet template is attached to this memorandum).

2. The Professional Development Meeting will be summarized by the Team Leader/Supervisor, with a copy of the summary placed in the employee's personnel file. (A copy of the Professional Development Meeting Summary template is attached to this memorandum).
3. In addition to the annual Professional Development Meeting and any scheduled check-in's, employees shall receive on-going, timely, and specific job performance feedback as part of the "continuous feedback loop" envisioned by the Prosecuting Attorney.

B. Either party may request to reconvene the ad hoc LMC and propose adjustments to this agreement, if issues or concerns arise with the processes described above.

This agreement will expire on December 31, 2022.

By their signatures below, the parties acknowledge their understanding and concurrence with this agreement:

Dated this 17th day of November 2020.

Thurston County and the Thurston County
Prosecuting Attorney's Office:

AFSCME/WSCCCE Local 618-CO:



Jon Tunheim, Prosecuting Attorney

/S/ via email
Hannah Hollander
Staff Representative

/S/ via email
Debbie Brookman, Labor Relations Negotiator

/S/ via email
Mary Kincy
Chapter Chair



JON TUNHEIM

THURSTON COUNTY PROSECUTING ATTORNEY

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Professional Goal Development Worksheet

Employees are encouraged to use this worksheet to prepare for their annual Professional Development Meeting. Employees may share this worksheet with their supervisor/team lead but are not required to do so. This worksheet may be discarded following the Professional Development Meeting.

Please answer the following questions in as much detail as possible:

- 1. What goal(s) or sub-goals did you achieve this past year?**
- 2. What job tasks/ responsibilities do you enjoy most in your current position? What would you change, if anything?**
- 3. Describe your current professional goal(s) in as much detail as possible.**
- 4. Describe why the goal(s) you listed above are important to you. What is motivating you to achieve your goals?**
- 5. Imagine you achieved your goal(s). Describe what you see and how you feel.**
- 6. List the pathways (actions/strategies) you can use to achieve each goal. Include any sub-goals exist along each pathway.**
- 7. Do you have any concerns about your current duties/work expectations, office policies or members of your team? Are any of these concerns a potential barrier to achieving your goals?**
- 8. Are there other barriers you anticipate may interfere with your achieving your goals?**
- 9. What are your strategies to overcome these barriers?**
- 10. What else do you need to support your pursuit of your goals?**



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Professional Development Meeting Summary

This meeting summary is completed by the team leader/supervisor, in collaboration with the employee, to document the outcome of the annual Professional Development Meeting. A copy of the summary should be shared with the employee and placed in the employee's personnel file.

Meeting Date:

Team member:

Assigned Team:

Team Leader/Supervisor:

- 1. List the team member's noteworthy work and accomplishments since the last meeting. What goals or sub-goals were achieved?**

- 2. What new goals or sub-goals were identified during the meeting for the next year?**

- 3. What pathways were identified for each goal? What training or other resources would assist the employee in achieving their goals? (Examples: training, job shadowing, etc.)**

- 4. Does the team member demonstrate the knowledge and skills needed to be successful and achieve their goals? If not, what strategies were identified to provide them those necessary skills?**

Examples:

- a. Are they timely, accurate, thorough and concise in their work product?**

- b. Are they professional and collaborative with co-workers and others?**

- c. Do they display professionalism in their service to the public and other community partners?**

- d. Do they demonstrate leadership in creating and maintaining a positive culture in the workplace?**

- 5. Did the team member identify any duties or tasks which are a barrier to them achieving their goals? If so, what strategies were identified to overcome those barriers?**

- 6. Did the team member identify any other barriers or express any additional concerns? If so, what strategies were identified to address those concerns?**

Date of next check-in meeting (the employee and team leader/supervisor should set a check-in date on a monthly, quarterly, or other basis to review progress towards goals and overcoming barriers):

Date of next Professional Development Meeting: