

# Gatortales

*From the Physical Plant Division of the University of Florida*

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*Director  
Dave O'Brien*

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## ***New Performance Management Initiative Makes Its Debut***

The University of Florida has initiated plans to make sweeping changes to its performance appraisal system. A new appraisal form and procedures have been created, called the Performance Management Initiative, with the goal of standardizing and more accurately measuring employee performance. With the implementation of the new system just a month away, many PPD employees have questions about what's changing, and why those changes are being made.

PPD Human Resources Interim Manager Gordon Carroll said, "There are several reasons why the system is being changed. First, the old form only had three ratings for overall performance – 'Exceeds', 'Achieves' and 'Below Standard'. These limited options led to almost all employees being given an 'Exceeds' rating, and so that became the standard rating - if you didn't receive 'Exceeds' on your appraisal, you felt like you must have been doing something wrong. In reality, the 'Exceeds' rating should be reserved for the best of the best employees, those who consistently go over and above what's expected of them. So with the new form we wanted to change that culture of everyone receiving 'Exceeds' – in reality, the 'Achieves' rating should be the standard for all employees. If you're performing your job well, working well with your co-workers, showing up on time, and providing good customer service, well, that's what we hired you to do, and so you have earned an 'Achieves' rating. That rating should be viewed as a good thing, it means you're performing up to the standards we expect from our employees."



***A number of classes are being offered to familiarize employees with the new PMI system.***

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The new PMI form has five ratings – "Below Standards", "Minimally Achieves Standards", "Achieves Standards", "Above Average Standards", and "Exceeds Standards". Carroll said, "These ratings allow more flexibility and we feel that they will better reflect actual performance."

Another reason for the new system was the ambiguous nature of the old form's rating system. "Using the old form, the way each employee was rated was basically open to each supervisor's interpretation," said Carroll. "There was a section to rate different aspects of job performance, but what those aspects were was up to the supervisor. The new PMI form has standardized areas of evaluation for all employees, and those areas are the same across the entire campus, for all USPS employees and non-exempt TEAMS employees."

The PMI form uses a points system to determine an employee's overall rating. Employees will be rated in five areas: Work Performance, Attendance/Reliability, Customer Service, Initiative/Productivity, and Teamwork/Interpersonal Skills. Each category has a possible rating from 1-5 points, and the total points decides your overall rating. For example, employees who receive a total of 24-25 points will receive an "Exceeds" rating, whereas employees who receive a total between 15-19 points will be rated "Achieves", and employees with 14 or less total points will be rated "Minimally Achieves" or "Below Standards".

As part of the rating process, a new section has been created within the PMI form for employee feedback. This section, located on the first page of the form, allows employees to rate themselves using the same five areas of evaluation that their

**See PERFORMANCE Cont. On Pg. 4**

# *December Communication Breakfast Recap*

OB began with a discussion of sustainability, and conservation. He mentioned PPD's efforts towards recycling and similar activities, and noted that the requirement for recycling is 33% for state universities. Physical Plant is well over that requirement, recycling almost 40% of our total waste stream on campus. OB said that a survey was done recently by Progress Energy which looked at energy waste in five major campus buildings – the survey concluded that very little energy was being wasted overall. He added, "This means we've done an excellent job implementing the basics of energy conservation. Now it's time to move forward and start implementing more advanced conservation strategies."

One of those strategies will be vehicle reduction on campus. Mr. O'Brien said that a committee is working on a plan where all state vehicles will be consolidated into a fleet, and employees will be able to use them on a need basis, similar to rental vehicles. He also reiterated that all new vehicle purchases must be either hybrid vehicles or ethanol-burning vehicles, and said that Motor Pool will be installing an ethanol tank in the near future to accommodate our customers.

OB talked about cellphone usage on campus and how UF is very involved in antenna placement on its buildings in order to allow better reception. He said that on the stadium alone, eight different companies have cellphone antennae, and the University receives revenue for allowing the companies to do this. OB mentioned that many antennae on campus are hidden – for example, there are several atop Bartrum Hall, disguised as fume hoods.

Finally, Mr. O'Brien talked about the new Performance Management Initiative, which will replace the old performance appraisal system. He mentioned that classes are ongoing to educate PPD supervisors and employees about the new system, and said that he feels it will be a valuable tool in the future to determine which employees deserve merit raises.

Question and Answer:

Q: Are we hiring extra employees in Building Services to help handle new buildings on campus? Many Building Services employees are performing extra duties as a result of understaffing – will we still receive bonuses for doing this?

A: We try to identify needs and hire accordingly when new buildings come online, and that is going on all the time at Building Services. We no longer have the bonus program.

Q: Have you heard any rumors that the drop program will be eliminated?

A: No, I haven't heard any discussion on that.

Q: Are we planning to do away with the four-day workweek?

A: We have a little over a hundred employees still working on that schedule. We plan to continue that for the near future, but quite frankly, I'm not sure we're getting the benefits out of it that we originally thought. However, there are no immediate plans to do away with the four-day week.

## *PPD Golf Tourney Raises Money For Charity*

Recently, Physical Plant's Golf Tournament was held at the Plantation Oaks Golf Course. 64 golfers participated and the event raised some \$4000 for Ronald McDonald House.

The tournament was organized by Associate Director of Operations Eric Cochran, Facilities Planning Coordinator Chuck Hogan, and Landskeeping/Groundskeeping Superintendent Marty Werts. Eric said, "This is an annual event that we put on, open to employees from PPD or UF. The format is a four-person scramble, with teams of four members alternating shots on every hole."

Prizes were given out for first, second and third place teams, as well as prizes for each hole, to go along with plenty of drawings and raffle prizes during the day. "All considered, we gave out close to \$2000 in prizes," said Eric. "Many of the prizes are donated by PPD's business partners, vendors and contractors, who play a big role in helping sponsor the event."

The tournament's entry fee covers greens fees and a catered lunch, and any residual proceeds are donated to charity. Eric said, "Last year, we raised \$2300 for Gainesville Child Advocacy, and this year we raised \$4000 for Ronald McDonald House. The money is donated through UFCC and we earmark it for specific organizations."

In response to the funds raised by the PPD Golf Tournament, Gainesville Ronald McDonald House Executive Director Kim Mayden wrote a letter of thanks to Physical Plant, saying, "Your donation is an incredible expression of benevolence, and a wonderful way to help the families of seriously ill children... It is greatly appreciated."

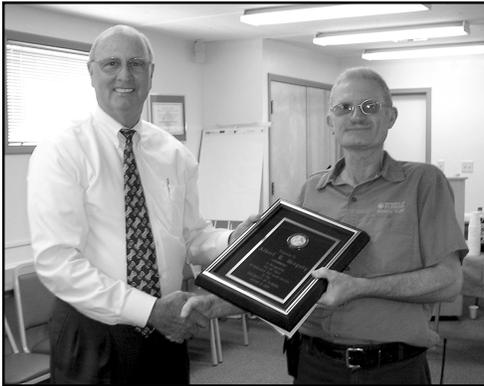
"We try to find a different charity to donate to each year," said Marty Werts. "This year, we chose Ronald McDonald House – we felt that they're a very worthy local organization."

Chuck Hogan has been involved with the tournament since the early '90s. "We used to do the tournament in the spring, but this year's event was the second time in a row that we've held it in November, on Veteran's Day," he said. "We've found that time of year works well to avoid schedule conflicts and things of that nature, so we're planning to hold the next tournament on Veteran's Day as well. Anyone from PPD who'd like to play is welcome to enter."

Eric agreed, saying, "We'd love to increase participation from PPD employees. You don't have to be a great golfer to play in this event. In fact, since most of the prizes are raffle prizes, you have a great chance to win something, regardless of your skill level."

# Red Gregory Retires From Systems

After over forty years of employment with the University of Florida, Albert “Red” Gregory has retired. A ceremony was held for him at Main Street on Tuesday, January 31.



**Red Gregory (right) with Dave O'Brien**

Red spent all of his forty years with the Systems Department, and retired with the title of Maintenance Support Worker. He said, “So much has changed while I’ve been here: names, faces, people, buildings, all kinds of stuff. If I could remember all of it, I could’ve written a book!”

PPD Director Dave O’Brien said, “Red has been here for a long time, and done an outstanding job. His line of work could be dirty and messy at times, but through it all Red has been a valuable asset to Physical Plant.”

During the ceremony, Mr. O’Brien asked Red if he had any stories he wanted to tell, and Red described how he went looking for his supervisor his first week on the job. He ended up falling through a roof and into the room where his supervisor was working. The supervisor yelled, “What the heck is going on here?” and Red picked himself up off the ground and said, “I’m not sure, boss, I just got here myself.”

After retirement, Red said he plans to do some work around his house and maybe even take a part-time job to keep himself busy. He said he was planning to visit PPD often, but that: “I’m gonna have to apply for a ‘Retired Persons UF ID’ so I can come on campus and they won’t throw me out!”

Red said, “I’m going to miss this place, and all the great people and friends I’ve made. I want to thank Danny Grant and Joe Shaw – they’ve been real good supervisors to me, kept me straight over the years. It’s been a lot of fun, and I’m looking forward to new experiences in my retirement.”

## Superior Accomplishment Award Winners

**Physical Plant employees who won Division-level Superior Accomplishment Awards were honored at PPD’s Executive Council meeting in February. These winners are now eligible to be selected for University-level awards.**

**The winners are (front row, left to right): Marsha Hamm, Leola Turner, and Deborah Seay.**

**(2nd row, L-R) Teresa White, Kenya Johnson, Doris Guthrie, and Len Solt.**

**(3rd row, L-R) Jill Lee, Genita Woods, and Cynthia Reaves.**

**(Top row, L-R) Dale Bivens, Gary Goff and Tom Kinsey.**

**(Not pictured: Richard Runyon)**

**Congratulations!**





## New Employees

Natasha Frazier, Building Services  
Emily Hardaway, Building Services  
Erik West, Grounds

## PERFORMANCE Cont. From Pg. 1

supervisors will use.

“This section was created to help give the employee a voice in the evaluation process,” said Carroll. “With every employee, there are some areas of work that they perform that sometimes the supervisor does not get to observe personally, or that the employee might be performing over and above their job requirements, and this allows the employee the opportunity to record those efforts. At the same time, the employee feedback is designed to help create dialogue between employees and supervisors, so that each person can better understand their role, and what is expected of them in the performance of their duties.”

Finally, Carroll said, the new PMI system will require all evaluations to take place on the same date. “In the past, your performance appraisal was tied to your date of hire, and so everyone across campus had different dates that their appraisals were due. With the new system, all appraisals will take place between February 28 (or Feb. 29 in leap years) and March 1, for established employees. New non-exempt TEAMS employees will still be evaluated at the end of their six-month probationary period, but following that they will be transitioned into the new system and their future evaluations will take place at the same time as everyone else.”

Currently, PPD is offering classes through the PPD HR Education and Training Office. Education and Training Coordinator Donna Agerton said, “All together, there will be over 30 different class opportunities for PPD employees to learn about the Performance Management Initiative system. These classes will run through the end of February, and

are open to everyone who’d like to learn more about PMI, regardless of your title or level of experience. To register for a class, just send an email to [PPDtraining@admin.ufl.edu](mailto:PPDtraining@admin.ufl.edu), or call the PPD Education and Training Office at 392-7898.”

Carroll said, “The PMI form and system was developed by a committee of UF Human Resources administration and senior members. Our old system was over twenty years old, and the new process will allow for better performance evaluations, and overall standardization of our evaluation criteria. I really feel that the new system is going to be a very positive thing for the University and our employees.”

# All About PPD Employees...

## December Employees of the Month:



**Da Choe**  
Systems



**Tanya Freaney**  
Building Svcs.



**Glenn Hayes**  
Building Svcs.



**Ed Salsberry**  
Health Center



**Debbie Sanchez**  
Building Svcs.



**Paul Vlahos**  
Facilities



**Nathaniel Washington**  
Building Svcs.

## Employees Of The Quarter



**Rod Clements**  
Arch./Engineering



**Christina Hopper**  
Support Staff



**Leavy Howard**  
Grounds



**Alexander King**  
Resource Mgmt.



**Terry Matchett**  
Facilities



**Charles Parrish**  
Health Center



**Mark Stephens**  
Systems



**Nathaniel Washington**  
Building Svcs.