

# **Policies of the Dolphin Pointe of Dunedin Board of Directors**

## **Personnel**

### Hiring Employees and Companies

The bylaws of the Association allow the board to hire employees as well as companies as it sees fit to carry out the work of the Association. Such hiring shall be done only by board action taken at a properly called meeting of the board.

Before hiring an employee, a job description shall be developed and compensation established for the position. Two board members should be involved in the review of applications and interviewing each prospective employee or candidate. The board may also appoint an ad hoc committee to carryout this task.

No employee or company shall begin work until approved by the board at a legally convened meeting unless a bona fide emergency requires employment sooner, in which case the board must approve the hire as soon as possible after the person or company has begun work.

To accommodate the daily operation of the Association the board may identify contractors/vendors who may be contacted and authorized to do work without prior board approval. This will include plumbers, electricians and the like as the board identifies.

Date adopted: Nov. 16, 2010

Reference: Bylaws, Article IV, sec 2.f, and sec. 3

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### Supervision of Employees and Liaison with Hired Companies.

Recognizing that having more than one supervisor can lead to confusion and inefficiency of operation, the board shall name the person or persons, to whom the employee shall report and take direction and/or who shall be the board contact to any company hired to carry out the business of the board and Association.

This is not to imply that other board members may not have contact with employees, but rather to emphasize the importance of not interfering with the work of the employee in a manner that will result in the employee being unable to complete the work as assigned by the appointed supervisor.

Date adopted: Nov. 16, 2010

### Absence of the Maintenance Person

When a full time Maintenance person is employed and is absent for more than three days: He / She will notify the Board Members and inform them of who will conduct his duties in his / her absence.

Revision 1, Adopted January 13<sup>th</sup>, 2011

### Notification of Dolphin Pointe Services Providers

When an Office Secretary is employed, he / she will, in coordination with the maintenance person, keep the Board of Directors' current, by email, a list of all Dolphin Point Service Providers.

Revision 1, Adopted January 13<sup>th</sup>, 2011

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### Evaluation of Work

Dolphin Pointe Association employee's performance will be evaluated annually as follows:

- Given the approved evaluation form (see next page) each employee will perform a self evaluation one month before evaluations are due.
- At the next Board meeting the members and owners may provide comments on employee performance. This may be done orally or by a confidential note/letter.
- Following the Board meeting the Board member assigned by the Board to supervise the employee will conduct a one-on-one evaluation using the approved form.
- The completed form will then be presented to the Board at the next board meeting for final approval.
- The final approval should be done on or before the annual Board Budget meeting.

Revision 1, Adopted January 13<sup>th</sup>, 2011

## Policies of the Dolphin Pointe of Dunedin Board of Directors

### Evaluation Process Form Page 1 of 2

	Employee name
	Date Completed
	Job Title
	Attached Job Description
	Start Date/Date of Hire
	Current Salary
	Date and Amount of Last Salary Increase

This evaluation tool is to be completed by the Supervisor and Employee (self-evaluation required) PRIOR to the date of annual evaluation meeting. The Supervisor is to obtain input from owners and other Board Members PRIOR to meeting with the employee. Employee may attach any written job-related notes/statements from supervisors and or owners / residents supporting their evaluation. Inadequate job performance should be brought to the employee's attention as soon as possible and documented as appropriate.

	Excellent	Above Average	Average	Poor - Needs Improvement
Demonstrates consistent attendance in accordance with the assigned work schedule (supervisor should set schedule w/ input from employee)				
Prioritizes all assigned tasks and completes them on time				
Work demonstrates knowledge of specific aspects of job description and expectations				
Work quality has been accurate, thorough and has shown efficient use of time management				
Has demonstrated the ability to become more efficient and learn new skills				
Demonstrates effective communication skills with residents/owners, other workers, Board members and Supervisor				
Works cooperatively with others in completing assigned job tasks				
Follows through with suggestions to improve his/her own work				
Shows willingness to assist in solving job related problems.				

**Policies of the Dolphin Pointe of Dunedin Board of Directors**

Evaluation Process Form  
Page 2 of 2

Overall evaluation rating - \_\_\_\_\_

Other Comments:

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

\_\_\_\_\_  
Date

Signature does not constitute agreement but rather an understanding of the information presented within.

This Form Approved by the Board November 16, 2010. This document will remain on file for seven years. [The Condominium Act, Requirement for accounting records 718.111(12)(a)(11)]

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### Employee Use of Personal Vehicle for Association Business

From time to time, an employee may be asked to conduct Association business and to use their own vehicle. Such use of said personal vehicle is at their own risk. The board will reimburse the employee for use of their vehicle either through a regular board approved stipend or by way of a board approved mileage allowance. The board will establish a procedure for submitting a vehicle expense form to the treasure for the reimbursement of same.

Date adopted: Nov. 16, 2010