



Management Services Fiscal Office

Addressing Employee Concerns

Action Plan Progress Report

August 31, 2007

So far, we've:

FOCUS AREAS:

- I have opportunities at work to learn and grow.
- I receive recognition for a job well done.
- My performance evaluation provides me with meaningful information about my performance.
- Improving "A spirit of cooperation and teamwork exists in my workgroup"

- Held the MSFO 2006 Employee Recognition on May 2, 2007. The following awards were presented at the celebration:
 - One Customer Service Award
 - Three Individual Performance Awards
 - One Team Award – The team was comprised of nine individuals.
- Managers are continuing to use the MSA Website "Kudos" option to recognize staff for a job well done, in addition to including the information in the evaluation portion of the PDPs.

Future actions:

- Continue to emphasize the use of MSA Kudos to recognize staff.
- An All Staff Meeting is being planned for September 2007. Recent accomplishments of the various sections in MSFO will be recognized.
- MSFO Managers will continue to evaluate possible training that would be beneficial to all MSFO staff.