

CITY OF MARYSVILLE AGENDA BILL

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: 7/8/2013

AGENDA ITEM: Performance Award System for Non-Represented Staff	
PREPARED BY: Kristie Guy DEPARTMENT: Human Resources	DIRECTOR APPROVAL:
ATTACHMENTS: Performance Award System Procedures Performance Award Request Form	
BUDGET CODE:	AMOUNT:

SUMMARY:

In the 2013 budget process the City Council approved a 1% salary increase for non-represented employees with an additional budgeted amount (representing 1% of annually budgeted non-rep salaries) to be allocated towards a performance award system that would be implemented mid-2013. Following review of various systems and department input, we are recommending that the remaining funds be allocated in the following manner:

- 1) All non-represented employees receive a 1% pay increase effective August 1, 2013
- 2) Remaining monies (approximately .05% of budgeted non-rep salaries) be approved through a performance award system, based on the attached merit criteria.
- 3) Director salaries – approve a 2% salary grid adjustment for the Director grid, which is already allocated through a merit system.

An employee may receive a performance award of up to 1% of their base pay for demonstrating exceptional performance on a major project, assignment or accomplishment. The performance award is merit based for a single year, and would not be added to base salaries. The amount of the award and recommendations will be reviewed annually and may vary based on the availability of budget, market data and trends.

RECOMMENDED ACTION:

Staff recommends that Council authorize:

- 1) All non-represented employees to receive a 1% pay increase effective August 1, 2013
- 2) Remaining monies (approximately .05% of budgeted non-rep salaries) be approved through the recommended performance award system.
- 3) Director salary grid adjustment of 2%.

PERFORMANCE AWARD SYSTEM
NON-REPRESENTED STAFF
2013

All Non-Represented Employees

- Effective January 1, 2013 - Non-represented employees received a 1% pay increase
- Effective August 1, 2013 - Non-represented employees receive an additional 1% pay increase

Performance Award System

- From and after August 2013, employees are eligible for a performance award of up to 1% of their base salary. The amount of the award will be reviewed annually and may vary based on the availability of budget, market data and trends.
- An employee may receive a performance award for exceptional performance on a major project, assignment or accomplishment. The emphasis of the performance award is on an action that resulted in a significant benefit to the City - implementation of innovative and practical new work methods, programs or cost-saving solutions that have a substantial impact on improving service and efficiency.
- Justification for performance awards must be documented on a Performance Award Request/Approval Form. The form is to be submitted by the Department Director to Human Resources for the Chief Administrative Officers (CAO) review and approval.
- Performance Award Request Forms must be received by November 15. The determination on whether a request demonstrates exceptional performance will be based on performance that goes above and beyond regularly assigned duties and is at the discretion of the CAO.
- Performance Award Requests will not automatically be awarded an increase. The amount of the award(s) given may vary depending on the complexity, creativity and innovativeness of the project, assignment or accomplishment.
- The performance award will be a “bonus” given at the end of the year and will not be added to base pay. The performance award is considered reportable compensation for retirement purposes.

PERFORMANCE AWARD REQUEST FORM

Employee Name: _____ Date: _____

Job Title: _____ Dept/Division: _____

APPROVAL REQUESTED FOR A PERFORMANCE AWARD FOR EMPLOYEE'S EXCEPTIONAL PERFORMANCE ON A: (CHECK ONE)

Major project _____ Assignment _____ Accomplishment _____

PROVIDE A DETAILED SUMMARY OF EMPLOYEE'S PROJECT, ASSIGNMENT OR ACCOMPLISHMENT:

Requested by Supervisor: _____ Date: _____

Approved by Dept. Director: _____ Date: _____

Reviewed by HR Director: _____ Date: _____

Final Determination: _____ Approved _____ Denied _____		Amount: _____
Approved by CAO: _____		Date: _____