


**CITY OF MARYSVILLE AGENDA BILL**

**EXECUTIVE SUMMARY FOR ACTION**

**CITY COUNCIL MEETING DATE: 1/12/2015**

<b>AGENDA ITEM:</b> Performance Award for Non-Represented Staff	
<b>PREPARED BY:</b> Gloria Hirashima, Chief Administrative Officer	<b>DIRECTOR APPROVAL:</b> 
<b>DEPARTMENT:</b> Executive	
<b>ATTACHMENTS:</b> A. Performance Award Procedures	
<b>BUDGET CODE:</b>	<b>AMOUNT:</b>

**SUMMARY:**

In 2013 the City Council approved a performance award system for non-represented staff. Following review of various systems and department input, we are recommending continuation of the program with ongoing review and modification of the criteria as appropriate. We are recommending that the criteria be modified to allow awards of up to 3% of an employee's 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.

<b>RECOMMENDED ACTION:</b>
Staff recommends that Council authorize: 1) Continuation of the performance award program and modification of criteria as outlined in Exhibit A.

**PERFORMANCE AWARD  
NON-REPRESENTED STAFF**

All Non-Represented Employees

- From and after January 2015, employees are eligible for a performance award of up to 3% 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 the Chief Administrative Officers (CAO) for review and approval.
- Performance Award Request Forms should be received by November 30th of each year for achievements accomplished within the review year. The requests will be reviewed annually and consider projects or accomplishments that occurred within the calendar year of the request period. 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.