

Chapter 39

Issue 1

Date 08/04/86

SUBJECT: MERITORIOUS SALARY INCREASE

I. PURPOSE

In accordance with Personnel Rule IV, Section 2, to provide for a uniform and consistent procedure for processing requests for Meritorious Salary increases.

II. SCOPE

This procedure is applicable to all City departments. Where any section, subsection, sentences, clause or phrase of this procedure is found inconsistent with an approved memorandum of understanding enacted between the City and a recognized employee organization, the current memorandum of understanding shall prevail. Exception to this procedure shall only be allowed when approved by the City Administrator.

III. AMENDMENTS

This procedure may be amended by the City Administrator.

IV. DEFINITION

A Meritorious Increase is a monetary reward given to an employee for consistent performance above and beyond that level of performance required for their level and position.

V. GUIDELINES

A. Meritorious increase requests may be submitted to the City Administrator at any time during the year.

B. Meritorious increases are to be submitted in memo form and should contain documentation of the superior performance of the individual(s) who are being recognized for their contribution to City services. Request should be accompanied by a completed Performance Evaluation form for the individual. The memo and Performance Evaluation form are submitted to the City Administrator.

C. Meritorious increases are designed to reward superior performance in the line of duty. This superior performance must be exhibited over an extended period of time in the performance of assigned duties and may take the form of exceptional quantity or quality of work. In cases where applicants with extensive experience in a required field are hired at the First Step, proven performance on the job at higher than the entry level is worthy of consideration. Observation of this performance should be six months or longer prior to the request.

D. Meritorious increases may be requested to be implemented prior to an anniversary date or to take effect on an anniversary date along with the normal scheduled merit increase.

E. Meritorious increases may be requested to be awarded with or without an anniversary date

change.

F. Supervisors should develop written standards of performance as a means of measurement of expected work output to insure fair and equitable treatment of all employees. Information concerning the degree to which the employee exceeded these standards should be included in the memo request.

G. Employees still in their probationary period are ineligible for Meritorious increases.

VI. PROCEDURE

A. All requests for Meritorious increases must be approved by the department director prior to submission to the City Administrator.

B. Submit the memo request for a Meritorious increase and the Performance Evaluation form, along with any additional information pertinent to the request, to the City Administrator.

C. The City Administrator or his/her delegate will review the request and if any additional information is needed the requesting department director will be contacted.

D. The City Administrator will make a decision concerning the request and the initiating department will be notified of the decision by memo from the City Administrator.

E. If the City Administrator has approved the request, the department is responsible for transmitting a Human Resources Action Form on the employee along with a copy of the City Administrator's memo to the Human Resources Department.

VII. INTERPRETATION

Any questions relative to the intent and/or application of this policy should be directed to the Human Resources Director.

VIII. DEPARTMENTAL RESPONSIBILITY

It will be the responsibility of each department director to inform all concerned departmental staff of these Personnel Procedures and to issue any further instructions to insure their implementation.

Authorized:

City Administrator Effective Date