



MANAGEMENT POLICY

POLICY NUMBER:
103.03

SUBJECT:

Performance Increases and Decreases

EFFECTIVE DATE:
5/24/2010

REVISED DATE:

I. Purpose

To maintain a competitive compensation system that provides for employee growth and retention.

II. Scope

This policy applies to all Fair Labor Standards Act (FLSA) non exempt employees.

III. Policy

This policy provides guidance and consistency in the application of salary adjustments based on employee performance.

IV. Definition

A. Classification - (Class) A group of positions sufficiently similar as to duties performed, scope of discretion and responsibility, minimum requirements of training, experience, or skill, and such other characteristics that the same title and the same pay range apply to each position in the group.

B. Class Title - The designation given to a class, each position allocated to the class, and to the occupant of each position.

C. Classified Employee - All District employees in designated classified positions who have passed an initial regular employment probation period.

D. Classified Position - A position with a designated initial regular probationary period.

IV. Procedure

A. Eligibility

1. After initial employment in a District classified position, or promotion to a higher classification, an employee becomes eligible for advancement in the employee's pay range based on merit.

2. Full time employees are eligible for a merit increase annually on their review dates until the benefited employee's salary reaches the maximum of the pay range.

B. Qualifying requirements

1. FLSA exempt "Executive" employees are included in the "Executive Salary Plan" and are not eligible for regular merit increases. Executive salary adjustments within the employee position range are reviewed and approved by the Board of Directors.

2. An employee must attain the performance rating indicated by the District in order to qualify for a merit increase.

C. Pay Decreases Due to Performance

1. If an employee's performance rating indicates that performance improvement is required the employee may receive a salary reduction not to exceed five percent (5%) per regularly scheduled evaluation. A classified employee must be given an opportunity to attend a pre-deprivation hearing after

receiving the evaluation providing notification of the intended action prior to the reduction in salary.

D. Pre-Deprivation Hearing

1. Upon recommendation of a reduction in pay, the employee will be notified that a pre-deprivation hearing will be held by the Fire Chief or designee. The employee will be given not less than one (1) working day's notice of the pre-deprivation hearing and is allowed to bring a personal representative. If the employee's personal representative is a District employee, the representative must secure the approval of the employee's supervisor to attend the hearing.

E. Merit Increase Denial

1. If an employee has completed initial regular employment probation and receives a performance appraisal that results in the denial of a merit increase, the employee may submit a grievance.

F. Effective Dates

1. The Merit Review date is based upon the effective date of the personnel action (appointment, promotion, demotion, etc.) as follows:

a) All merit reviews will fall on the first day of the month in which the personnel action was effective.

G. Exceptional Performance Recognition Award

1. Upon approval of the Fire Chief or designee, with approval of the Board of Directors, an exceptional performance recognition award may be given to full-time employees to recognize exceptional performance in the employee's class. An employee may receive no more than one (1) award during a twelve (12) month period. This award will be for a specified amount and paid in a lump sum separate and apart from biweekly wages. After the District deducts the appropriate amount of taxes, the amount of the exceptional performance recognition award net of taxes, shall not exceed two and one-half percent (2½%) net of the employee's current pay range and step annual salary.

2. Eligible employees must have been employed for one (1) year, and received an overall successful rating on their most recent performance appraisal. Additionally, written justification shall be provided to support the recommendation for an Exceptional Performance Award.

H. Unscheduled Merit Increases:

1. Upon approval of the Fire Chief or designee, and with the approval of the Board of Directors, an Unscheduled Merit Increase may be awarded to an employee to recognize exceptional performance in the employee's class. This award is a permanent increase of one (1) pay step, and may be given only to employees below the maximum of the salary range to which they are assigned.

I. Two-Step (2-step) Merit Increases:

1. Upon approval of the Fire Chief or designee, with approval of the Board of Directors, a two-step (2-step) merit increase may be awarded at the time of a regularly scheduled merit review to recognize exceptional performance.