

2023 Pay for Performance

PERFORMANCE EVALUATION PERIOD:

July 1, 2022 – June 30, 2023

EFFECTIVE DATE:

The effective date for performance increases will be determined based on the BoCC's approval of the budget. The projected date based on approval is 6/19/2023.

ELIGIBILITY:

I have at least one year of service in my current position...

- Full-time and benefited part-time employees with 1 year of service in their current position on or before 6/30/2023 are eligible to receive a performance increase based upon their 2022 - 2023 annual performance evaluation score or their 1 year evaluation score.

I have recently been transferred, reclassified, promoted, or demoted and have less than one year of service in my current position....

- Existing full-time and benefited part-time employees with less than 1 year of service in their current position as of 6/30/2023 are eligible to receive a performance increase based upon a combination of the most recent interval evaluation score (at least a 6 month evaluation) and the last evaluation representing a twelve-month period.

I am a newly hired employee with less than 1 year of service....

- Newly hired full-time and benefited part-time employees with less than 1 year of service on June 30, 2023 are eligible to receive a pro-rated performance increase after attaining one year of service. The increase will be pro-rated based upon the length of service on June 30th of the referenced evaluation period.

NOTE: Pro-rated performance awards for new employees reaching 1 year of service in their positions will be effective at the beginning of the next full pay period after reaching 1 year of service and completion of the employee's 12-month performance evaluation. Pro-rated performance increases are not subject to retro pay prior to the first full pay period after attaining 1 year of service.

ADDITIONAL CRITERIA USED IN PAY FOR PERFORMANCE CALCULATIONS:

- Only full-time and benefited part-time employees with an evaluation score of 2.00 or greater are eligible for a performance award.
- Performance award calculations are based on the assigned Pay Grade and Status as of 5/19/2023.
- Performance increases are awarded as a fixed dollar adjustment to the employee's current annual salary.

- Employees transferring from a non-benefited part-time status to full-time status will follow the same evaluation and performance increase cycle as new full-time employees.
- All employees, regardless of department or position, whose performance score is within the same rating interval and who are also assigned to the same pay grade will receive the same fixed dollar adjustment to their current salary.

NOTE: Benefited part-time employees will receive a pro-rated amount based on the budgeted percentage of the position to which they are assigned. (e.g. 55%, 60%, 65%...).

- Performance increases to annual salary cannot exceed the maximum level of the employees assigned pay grade. Employees who are awarded a performance increase that exceeds the maximum of the assigned pay grade will have their annual salary adjusted to the maximum of the pay grade and will receive a lump sum payment for the remaining amount of the performance award.
- Performance Scores are used in this order:
 - 2022 Annual Evaluation
 - 1 Year Annual Evaluation
 - Last “full” 12 Month Evaluation
 - 6 Month Evaluation
- Pay increases for employees assigned to an Interim position will be calculated based on the pay grade of their regularly assigned position.
- Third party contract employees are not eligible for a performance increase.

NON-BENEFITED PART-TIME EMPLOYEES:

- Non-benefited part-time employees must have 1 year of service as of June 30, 2023 to be eligible for a pay increase.
- Increases are based on the average increase percentage awarded to all eligible employees.
- Non-benefited part-time employees will receive an increase of no less than \$0.25 and no more than \$1.00 per hour.
- Pay increases to an employee’s hourly rate cannot exceed the maximum level of the assigned pay grade. Employees who are awarded a pay increase that exceeds the maximum of the assigned pay grade will have their hourly rate adjusted to the maximum of the pay grade and receive a lump sum payment for the remaining amount based on hours worked during the referenced evaluation period.