

FY 2019
MERIT PAY INCREASES
Effective January 1, 2019

This year, 2% of the Personnel budget has been designated for merit pay increases. The following guidelines apply in implementing these increases.

Performance Level

Exceeds Expectations	2%
Meets All Expectations	2%
Meets Minimum Requirements	1%
Needs Improvement	0
Unsatisfactory	0

PERFORMANCE REVIEW CATEGORIES

Exceeds Expectations	-	given to employees who <u>consistently</u> perform above requirements, demonstrating a thorough knowledge of all aspects of the job, and who regularly show initiative in job performance.
Meets All Expectations	-	given to employees who perform <u>all</u> duties as required, demonstrating thorough knowledge of all aspects of the job, and who show initiative on occasion.
Meets Minimum Requirements	-	given to employees who have a technical mastery of all aspects of the job but do not exhibit initiative. May also be given to new employees who have not yet mastered all aspects of the job but are making adequate progress.
Needs Improvement	-	given to employees who barely meet performance requirements and who a) demonstrate unfamiliarity or lack of skill with some aspect of the job and required duties after repeated training or b) do not exhibit satisfactory internal or external customer service behavior. No salary increase is allowed, and employees in this category will be placed on probation.
Unsatisfactory	-	describes unacceptable performance. Employment will be terminated.

In addition to the categories listed above, a small number of staff each year may qualify for this category.

<i>Exceptional</i>	-	reserved for employees who, in addition to meeting all of the criteria for performance evaluated as Exceeds Expectations, demonstrate unusual creativity and accomplishment in response to a new challenge in a given year. An additional .5% salary increase is given for exceptional performance.
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