



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date
August 3, 2016

Prepared By: Catherine Kutsuris, Interim General Manager
Submitted By: Catherine Kutsuris, Interim General Manager

Agenda Title: Adopt Resolution No 2016-14 approving revisions to the Employee Personnel Manual related to employee evaluations and merit increases.

Recommended Action

Adopt Resolution No 2016-14 approving a revision to the Employee Personnel Manual which adds Section 6.7 and 6.8 providing for annual performance evaluations and detailing merit increases within the assigned salary ranges.

Executive Summary

The District approved the initial Employee Personnel Manual in August of 2003, and has subsequently adopted revisions to address holiday and the "winter closure" as well as Jury Duty.

BACKGROUND:

Performance Evaluations:

The existing manual does not address employee performance evaluations and, although the District has an adopted performance evaluation form, its' utilization has not been consistent. Performance evaluations are an effective tool in fostering communication between employees and their supervisors, ensuring that both are focusing on ensuring employees are performing to the highest possible standard and that they have the tools, guidance and support to do so. This revision would specify that performance evaluations should be completed on an annual basis. Employees with less than one year of service should receive their initial evaluation at six months or sooner. Seasonal employees should also have the opportunity to receive an evaluation during their seasonal employment period.

Merit Increases:

The District has an adopted salary range table that generally provides a range of twenty-five percent between an employees' starting salary and the top salary for the position series. There is no guidance, however, for how an employee may move through the salary range. This revision would specify that the merit increase of 2.5% may be awarded based on reviews documenting satisfactory performance, that 4% may be awarded for commendable performance, and that 5% may be awarded based on superior performance. It should be noted that the merit increases may not increase salaries beyond the adopted salary range for the position.

PROPOSED CHANGES:

Section 6.7 Performance Evaluations

The Town supports the utilization of a "performance evaluation process" in order to ensure that employees perform to the highest possible standard. Performance evaluations are an effective tool to foster communication between employees and their supervisors regarding performance. The Town is committed to a performance evaluation process that incorporates regular feedback and candid discussion related to job performance, and that both recognizes superior performance as well

performance as well as addresses any areas where an employee may improve performance or is not meeting expected standards.

Employees should receive annual performance evaluations utilizing the District's "Employee Performance Review" document. Supervisors are responsible for ensuring that the performance reviews are prepared and discussed with individual employees on an annual basis. Employees within their first year of service should receive their initial evaluation no later than six months into their employment.

The Town is committed to ensuring that both employees and their supervisors are focused on ensuring that each employee performs to the highest possible standard. The employee performance evaluation process provides the opportunity for the Town's employees to receive an assessment of their competencies, to identify how to improve performance, and to effectively address any areas where performance does not meet acceptable standards. Although the results of performance evaluations may result in a pay increase (see Section 6.8), satisfactory performance evaluations will not necessarily result in wage increases.

Section 6.8 – Merit Increases

The District maintains an adopted salary schedule which identifies the minimum and maximum salary for each position. As part of the annual performance evaluation, employees whose salary is not yet at the maximum level, are eligible for a merit increase. An employee that receives an "acceptable" or "satisfactory" evaluation may receive up to a 2.5% merit increase, and an employee with commendable performance may receive up to a 4% merit increase, and an employee with a superior performance may receive up to a 5% increase. Merit increases may not result in a salary that exceeds the maximum salary for the position. All merit increases require the approval of the General Manager.

Fiscal Impact:

Amount Requested \$

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

Attachments

AGENDA ITEM: F-3