

MEMORANDUM

REVISION 48 SERIES D

TO: Holders of Career Service Rule Books

FROM: Career Service Board

DATE: October 19, 2018

SUBJECT: Amendments to Career Service Rule 13 – PAY FOR PERFORMANCE

Every year the Office of Human Resources revises the merit table and performance review schedule in Career Service Rule 13 **PAY FOR PERFORMANCE** to reflect the amount allocated by the City Council for merit increases and to adjust performance review deadlines. The amendments to Career Service Rule 13 were approved by the Career Service Board on October 18, 2018 and are effective October 19, 2018. Please insert the following pages in your rule book as soon as possible. Thank you.

<u>Page Numbers to Remove</u>	<u>Page Numbers to Insert</u>
Page 13-4 Page issuance date: October 20, 2017	Page 13-4 Page issuance date: October 19, 2018
13.A.-1 Page issuance date: October 20, 2017	13.A.-1 Page issuance date: October 19, 2018

13-32 Merit Increases and Merit Payments
 (Revised October 19, 2018; Rule Revision Memo 48D)

- A. The funding for merit increases and merit payments is provided in the annual appropriation ordinance. The pay increase associated with a particular performance rating shall be reviewed annually and adjusted as necessary to reflect prevailing practices in the community. The award of merit increases and merit payments is contingent upon this annual appropriation being approved by City Council and the Mayor. In case of a conflict between ordinance and these rules, the ordinance will prevail.
- B. 1. Departments and agencies are responsible for determining the percentage increase associated with each employee rating. The percent increase for all eligible employees shall average 3.3% for merit increases and merit payments delivered in 2019.
2. When there is a change to an employee's pay rate on the same effective date as the merit increase, the merit increase will be applied before any other pay rate change(s).
- C. Merit Table:
1. Eligibility for merit increases and merit payments is based on an eligible employee's overall annual performance rating as measured by a performance review.

<u>2018 Performance Rating</u>	<u>2019 Merit Increase Percent</u>	<u>2019 Lump Sum Merit Payment Percent</u>
5: Exceptional	2.20% - 5.00 %	1.30% - 3.50%
4: Exceeds Expectations		
3: Successful		
2: Below Expectations	0%	0%
1: Unacceptable		

2. An eligible employee whose current pay rate is within the pay range of the pay grade assigned to the employee's job classification shall receive a merit increase in accordance with the above table.
3. An eligible employee whose current pay rate is at or above the pay range maximum of the pay grade assigned to the employee's job classification shall receive a lump sum merit payment in accordance with the above table.

APPENDIX 13.A

2018 PERFORMANCE REVIEW SCHEDULE

DUE DATE	TASK
December 21, 2018	Deadline for performance evaluations for the 2018 calendar year to be completed by supervisors, second level managers, and agency approvers.
January 18, 2019	Deadline for appointing authorities to submit merit increase and merit payment recommendations to the OHR. All eligible employees must be accounted for in these recommendations. The percent increase for all eligible employees in a department or agency should average 3.3% for merit increases and merit payments delivered in 2019.
February 22, 2019	Merit increases and merit payments appear on employee paychecks, as well as retroactive merit increases and merit payments for the period from January 6th until February 2nd.