

MEMORANDUM

RULE REVISION 92D

TO: Holders of Career Service Rule Books
FROM: Career Service Board
DATE: December 19, 2024
SUBJECT: Revisions to Career Service Rule 13 – Pay for Performance

The above-mentioned Career Service Rule was revised and approved on December 19, 2024. Please replace the following pages in your books for revisions and repagination. Thank you.

<u>Page Numbers to Remove</u>	<u>Page Numbers to Insert</u>
Pages 13-4 through 13-5	Pages 13-4 through 13-5
Page 13-A.1	Page 13-A.1

13-32 Merit Increases and Merit Payments

- 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 the 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 be the average for merit increases and merit payments delivered in the calendar year following the performance cycle.
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. Merit increase percentages and lump sum merit payment percentages as set forth below:

2024 Performance Rating	2025 Merit Increase Percent	2025 Lump Sum Merit Payment Percent
3. Excellent	3.20% - 5.20%	3.20% - 5.20%
2. Thriving	3.20% - 5.20%	3.20% - 5.20%
1. Development Needed	0.00% - 2.00%	0.00%

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.
4. No eligible employee shall receive a merit increase that exceeds the range maximum of the pay grade assigned to the employee's job classification. If the application of this sub-paragraph results in an employee receiving a merit increase that is less than the percentage

increase awarded to the employee, the employee shall receive the difference between the merit increase awarded and the merit increase received in the form of an additional merit payment.

- D. In the case of a declared fiscal emergency by the Mayor, and upon the request of the Mayor, there will be no merit increases or merit payments awarded for increments of at least one year. During the declared fiscal emergency appointing authorities, managers and supervisors shall complete performance reviews for eligible employees, but no merit increases, or merit payments will be awarded during this time.

13-33 Pro-ration for New Hires

Employees hired after January 1st and on or before September 30th will have their merit increase pro-rated to the employee's start date.

13-34 Effective Date of Merit Increase

- A. Merit increases and merit payments will be calculated from an employee's annual base salary as of December 31st of the previous year and will be effective on the first Sunday of the following calendar year.
- B. An employee's merit increase shall not be included as part of another pay change (such as a promotional increase) and must be applied as a separate merit increase.

13-35 Performance Review Schedule

Departments and agencies shall submit proposed merit increases and merit payments to the Office of Human Resources ("OHR") as provided in the schedule attached as Appendix A.

13-36 Review of Performance with Employee

Each employee's written performance review shall be reviewed with the employee as provided in the schedule attached as Appendix A.

13-37 Official Records

The annual performance review and any supporting documentation shall be made a permanent part of the employee's official personnel record.

Appendix 13.A

This Appendix is provided for informational purposes and is not considered a part of the Rules.

2024 Performance Review Schedule

Due Date	Task
December 6, 2024	Deadline to submit offers for internal appointments of current limited and unlimited CCD employees.
December 15, 2024	Last day for internal appointments of current limited and unlimited CCD employees to be effective.
December 13, 2024	Deadline for performance evaluations for the <u>2024</u> calendar year to be completed by supervisors, second level managers, and agency approvers.
January 17, 2025	Deadline for appointing authorities to submit merit increase and merit payment recommendations to 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 4.00% for merit increases and merit payments delivered in 2025.
January 12, 2025	First day for 2025 internal appointments of current limited and unlimited CCD employees to be effective after Workday Freeze.
February 14, 2025	Merit increases and merit payments appear on employee paychecks, as well as retroactive merit increases and merit payments for the period from January 5th until February 8.