

MERIT PAY

Funds for merit increases were limited with this year's budget. Vacation days will be substituted in lieu of cash payments.

Elected officials and the county manager are not eligible to participate in the merit increase program.

Merit awards will be available in the following increments:

- One vacation day will be given to employees whose performance evaluation scores are between 52-59.
- Two vacation days will be given to employees whose performance evaluation scores are between 60-66.

Criteria for receiving a merit increase are as follows:

The employee must have been on the job for one year as of December 31st of the preceding calendar year. January 1 thru December 31 will be the period considered for achievement. Also, there must be **no disciplinary action** documented in their file during the evaluation period.

Employees must receive scores as listed above to receive a merit award.

Employees can also receive an Accomplishment bonus. They must receive a performance score between 60-66 and they must complete, in conjunction with their supervisor, the Rutherford County Employee Accomplishment Form. Justification for this increase will be special contributions, innovations, cost cutting and/or time saving work methods, along with exceptional achievement, i.e., volunteering to help others, going beyond the call of duty, in addition to exceptional performance. Employees qualifying for the Accomplishment award will receive a total of three days of vacation.

New supervisors will be trained prior to completing these performance evaluation forms. All persons who complete these forms must be trained before they can complete an employee's evaluation form. Supervisors will submit all forms to their Department Head for review. Department heads will then review and submit all forms to the Human Resources Director. A review will be conducted of all forms. Employees who apply for the Accomplishment bonus will have their forms reviewed by a Performance Review Board comprised of several department heads. The County Manager will make all decisions relating to Department Head merit awards.

If an employee disagrees with a performance evaluation review, they may make a request to their supervisor/department head for a re-evaluation of their performance. Further grievances will be addressed by the Human Resources Director who may consult the review board or the county manager.