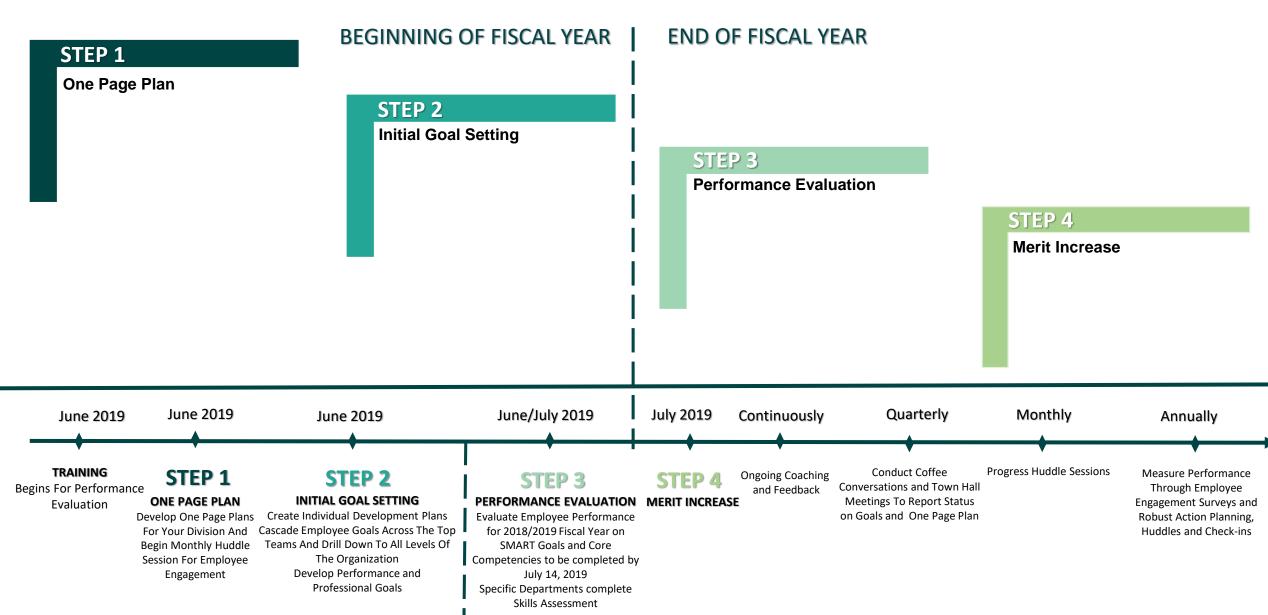
Human Resources/ Organizational Development MERIT PLANNING 2019





STRATEGY AND ENGAGEMENT PROCESS





Performance Evaluations

- Performance Evaluations will be conducted for all employees starting June 17 through July 12 (4 weeks)
- Training will begin the week of June 17
- The only difference from last year's process:
 - 2019/2020 Individual Development Plans/Performance Goals will be communicated and cascaded to all employees late July and separate from the Performance Evaluation process



Merit Planning

- Merits will be effective July 1 and will be paid July 19
- Approved criteria must be met before employees are eligible to receive merit increases based on the performance evaluation from the 2018/2019 fiscal year
- This process applies to all non-probationary employees
- Contractors, Personal Service Contractors and Probationary Employees will not be eligible for this process



Merit Planning

- Approved criteria must be met before employees are eligible to receive merit increases based on performance evaluation from the 2018/2019 fiscal year
- This process applies to all non-probationary employees
- Contractors, Personal Service Contractors and Probationary Employees will not be eligible for this process
- An employee with one or more of the criteria listed below, will not be eligible to receive merit increase
 - Employees with nine (9) or more Attendance occurrences
 - Employees with two (2) or more Disciplinary action points
 - Achieve less than a three (3) on your skills assessment (Specific Departments)
 - Employees who receives less than a three (3) as their overall score on the Performance Evaluation
 - Employees who may have received a salary adjustment during the 2018/2019 fiscal year
 - Employees with less than one year of service
- If an employee is at the top of your pay range and qualify for a merit increase, they may be eligible for a lump sum payment at the discretion of management
- DWSD reserves the right to amend this criteria at any time