

Human Resources/ Organizational Development

MERIT PLANNING 2019



STRATEGY AND ENGAGEMENT PROCESS

BEGINNING OF FISCAL YEAR

END OF FISCAL YEAR

STEP 1

One Page Plan

STEP 2

Initial Goal Setting

STEP 3

Performance Evaluation

STEP 4

Merit Increase

June 2019

June 2019

June 2019

June/July 2019

July 2019

Continuously

Quarterly

Monthly

Annually

TRAINING
Begins For Performance
Evaluation

STEP 1

ONE PAGE PLAN
Develop One Page Plans
For Your Division And
Begin Monthly Huddle
Session For Employee
Engagement

STEP 2

INITIAL GOAL SETTING
Create Individual Development Plans
Cascade Employee Goals Across The Top
Teams And Drill Down To All Levels Of
The Organization
Develop Performance and
Professional Goals

STEP 3

PERFORMANCE EVALUATION
Evaluate Employee Performance
for 2018/2019 Fiscal Year on
SMART Goals and Core
Competencies to be completed by
July 14, 2019
Specific Departments complete
Skills Assessment

STEP 4

MERIT INCREASE

Ongoing Coaching
and Feedback

Conduct Coffee
Conversations and Town Hall
Meetings To Report Status
on Goals and One Page Plan

Progress Huddle Sessions

Measure Performance
Through Employee
Engagement Surveys and
Robust Action Planning,
Huddles and Check-ins

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