

Internal Operations Manual

SUBJECT: Special Merit Increase **NUMBER:** 107-04-070

DIVISION: Operations Division - Personnel Section **EFFECTIVE DATE:** 9-15-2006

APPROVED: *Quincy A. Ball*

POLICY/PURPOSE: The Department of Administrative Services (DAS) encourages outstanding individual performance and organizational accomplishments. This policy shall provide a process for awarding a special merit increase to employees based upon exceptional individual performance and contribution to the mission and goals of the organization.

AUTHORITY: DAS HRSD State Policy 20.005.05

APPLICABILITY: Management Service, Classified Unrepresented employees

GUIDELINES:

- I. Any special merit increase of one step shall be administered within the salary range to which each employee's job has been assigned in the state's compensation plan.
- II. Managers may request a special merit increase for any employee who has shown exceptional work performance and contribution to the mission and goals of DAS. A special merit increase will not be authorized for extra hours worked.
- III. The Division Administrator shall provide to the Personnel Manager written justification in support of the special merit increase request.
- IV. The Personnel Manager for DAS shall review and approve/deny the special merit increase request.

PROCEDURES:

<u>Step</u>	<u>Responsible Party</u>	<u>Action</u>
1.	Manager	Submits to the Division Administrator a copy of the employee's Performance Appraisal and a statement requesting and justifying a special merit increase prior to meeting with the employee to discuss their performance appraisal. Documentation must include: Name of employee Position Number Specific description of performance deemed exceptional Current performance evaluation of individual showing an overall rating of " outstanding ."
2.	Division Administrator	Reviews Performance Appraisal, statement and request for special merit increase and determines approval or disapproval. If approved, sends the request for the special merit increase with a statement of justification (reason and a description of the actions or performance that warrant the special merit increase) to the Personnel Manager before any discussion with the employee.

3. Personnel Manager Reviews the request for employee eligibility, rationale and support documentation. Approves or denies. Returns documentation to the Division Administrator with an approved or denied notation. Note: A step increase request above one (1) step must be sent by the Personnel Manager to HRSD for approval.
4. Division Administrator Notifies manager of Special Merit Increase approval.
5. Manager Conducts employee performance appraisal and shares with employee that they have earned the Special Merit Increase. Ensures special merit increase approvals and documentation is sent to the Division's Personnel Coordinator for processing.