



POLICY COMMITTEE

Friday, March 3, 2023
11:00 A.M.

Courthouse & Government Center
Board of Commissioner's Room

AGENDA

1. Call to Order
2. Public Comment
3. New Business
 - a. Pay for Performance Merit Program Guideline Policy – Appendix A
 - b. 2023 Meeting Schedule – Appendix B
4. Old Business
 - a. Wage Classification Policy update
5. Other items from Committee members.
6. Adjournment

Pay for Performance Merit Program Guidelines

Overview

On <insert date> the Manistee County Board of Commissioners approved the 2023-24 merit program for all employees with a 3% budget. The merit program implements salary increases based on an individual's performance and contributions. The program recognizes and rewards outstanding performance based on employee accomplishments.

Purpose

To define the policy of the County to assure that employees receive periodic performance feedback, recognition, and corrective instructions to promote effective job performance. The function of a performance evaluation is to provide staff with positive recognition of strengths and special abilities, and opportunity to correct poor performance. Evaluations also provide an ongoing performance record, which may be used in making personnel actions. The performance evaluation provides staff with a structured opportunity to discuss means for improvement and assists in keeping job descriptions current. The performance evaluation provides probationary staff with a report of their progress and allows for the correction of deficiencies.

The performance evaluation process should be used to set a positive tone for department heads by having a defined system which treats department heads in a uniform manner. It should also be used to emphasize the skills and activities that department heads must demonstrate to ensure the success of the County and their respective departments. Evaluations should be used as a tool to provide a plan for improvement of performance where performance problems are identified. The evaluation process should also provide feedback as to what is expected on the job and provide an opportunity to identify performance problems in a cooperative controlled manner. The process should also provide for recognition of strengths and good performance.

It is intended that the performance evaluation process be a meaningful and productive experience where administration, department heads, elected officials, Judges, and staff openly discuss job performance and expectations. The County expects that positive and constructive relationships be maintained between administration, department heads, elected officials, and staff to foster open communication regarding job performance.

Eligibility Requirements

Employees eligible for the merit program include individuals who:

- Have a 2023-24 appraisal completed by their supervisor with a rating of “Met Expectations” or above.
- Are employed as a full-time or part-time employees.
- Are still on the payroll as full-time or part-time employee as of the merit increase date.
- Have completed a probationary period on or before July 1, 2023.
- Individuals with contract appointments are only eligible for the merit if it is stipulated in the terms of the contract.
- Not included, Elected Officials

Structure

The merit program seeks to proportionally recognize and reward individuals with salary increase based on performance. The following guidelines are recommended to determine an individual’s salary increase.

- Met Expectations or greater performance rating is 0% to 4.5%.
- Recommend a minimum of 2% increase for performance ratings of Met Expectations or greater.
- Allocation must balance within the overall budgeted amount.

Performance Rating:	Unacceptable	Improvement Needed	Met Expectations	Consistently Exceeded Expectations	Exceptional
Recommended Increase:	0%	0%	up to 2.5%	up to 3.5%	up to 4.5%

Information about funding staff salary merit increases can be found in the Manistee County Budget Handbook.

Each Department will need to work within the allocated amount budgeted for merit increases. This information is important to ensure that good performers receive sufficient bottom-line increases to effectively recognize and reward performance.

Appraisals received after the due dates, may result in a delay of pay to the employees.

Salary Increase Determination Process

The recommended increase ranges provide guidelines for individual increases. Departments must allocate the increases within the overall budgeted amount. Any deviations from the budgeted amount must be approved by the Board of Commissioners.

We request that Department Heads/Elected Officials promptly provide the letter to their respective employees and Human Resources to ensure that they are notified prior to the payroll date. Distribution of the letter should be accompanied by a discussion of the merit increase to recognize individual contributions and motivate future efforts. A copy of the merit increase letter will be placed in the personnel file by Human Resources.

2023 POLICY COMMITTEE MEETING SCHEDULE

To comply with the Michigan Open Meetings Act 267 of 1976

The **Manistee County Policy Committee** will meet on the following dates in the **Board of Commissioners Meeting Room** located in the Manistee County Courthouse and Government Center, located at 415 Third Street, Manistee, Michigan 49660:

Friday	February 24, 2023	2:30 P.M. (4 th Friday)
Friday	March 24, 2023	2:30 P.M. (4 th Friday)
Friday	April 28, 2023	2:30 P.M. (4 th Friday)
Friday	May 26, 2023	2:30 P.M. (4 th Friday)
Friday	June 23, 2023	2:30 P.M. (4 th Friday)
Friday	July 28, 2023	2:30 P.M. (4 th Friday)
Friday	August 25, 2023	2:30 P.M. (4 th Friday)
Friday	September 22, 2023	2:30 P.M. (4 th Friday)
Friday	October 27, 2023	2:30 P.M. (4 th Friday)
Friday	November 17, 2023	2:30 P.M. (3 rd Friday)
Friday	December 15, 2023	2:30 P.M. (3 rd Friday)
Friday	January 26, 2024	2:30 P.M. (4 th Friday)

This meeting will be conducted remotely and live streamed using Zoom and in person in the Board of Commissioners Meeting Room. Live meeting can be viewed using Zoom:

Join Zoom Meeting

<https://us06web.zoom.us/j/87523679146> Password: 4153

Dial by your location:

+1 312 626 6799 US (Chicago)

Meeting ID: 875 2367 9146 Password: 4153

Manistee County will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon two weeks' notice to the Manistee County Administrator. Individuals with disabilities requiring auxiliary aids or services should contact Manistee County by writing or calling Lisa Sagala, County Administrator, Manistee County Courthouse, 415 Third Street, Manistee, Michigan 49660; (231) 398-3504.

This notice was posted by Kristyn Malkowski, Administrative Secretary, to comply with Sections 4 and 5 of the Michigan Open Meetings Act (P.A. 267 of 1976) on **January 31, 2022 at 3:00 P.M.** on the bulletin board located in the main lobby area of the Courthouse and Government Center, 415 Third Street, Manistee, Michigan 49660; giving notice for a regular meeting, posted at least 18 hours prior to the start of the meeting.

Signed: _____

Kristyn Malkowski
Administrative Secretary

2023 CALENDAR

JANUARY

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2023 HOLIDAYS

1 Jan	New Year's Day	4 Jul	Independence Day	24 Nov	Day After Thanksgiving
2 Jan	New Year Holiday	4 Sep	Labor Day	22 Dec	Christmas Eve
16 Jan	Martin Luther King Jr. Birthday	9 Oct	Columbus Day	25 Dec	Christmas Day
20 Feb	President's Day	10 Nov	Veteran's Day	29 Dec	New Years Eve
7 April	Good Friday	23 Nov	Thanksgiving Day	1 Jan	New Years Day
29 May	Memorial Day				

4th Friday @ 2:30

January 2024