



POLICY COMMITTEE

Friday, November 18, 2022
2:30 P.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 Guidelines – Appendix A
 - b. Starting Wage Policy – Appendix B
4. Old Business
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.

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.

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 food 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.

Starting Wage Policy

Objective

The policy will allow Manistee County Department Heads/Elected Officials the latitude to recruit new employees and place them above the minimum range. The goal is to improve employee recruitment/retention of the newly hired employee who demonstrates greater experience and expertise above the “minimum range” levels.

Structure

New employees will be placed in the appropriate pay grade per the Manistee County Classification and Compensation Study Grade Structure that was adopted by the Manistee County Board of Commissioners on July 19, 2022.

For new employees, placement to any position will ideally be made at the minimum rate of the suggested pay range. Each new hire will inevitably be unique and may represent a situation in which greater experience and expertise were objectives in recruitment. Therefore, each new hire should be assessed individually and placed at a range level consistent with the County’s needs and market demands. Each Department Head/Elected Official will have up to a 3% latitude in each new employee starting wage greater than the “minimum range” level stated in the Manistee County Classification and Compensation Study Grade Structure.