

POLICY 506: DIRECT BONUS PROGRAM

ADOPTED: MAY 11, 1994 (REVISED: JUNE 20, 2017)

Policy:

It is the policy of the County to consider a bonus for employees who demonstrate superior accomplishments. This award is specifically designed to recognize outstanding performance without employee expectation of continual receipt of an award. Such awards are discretionary and will be made, if at all, following the completion of the achievement to be recognized. All employees under the Board of County Commissioners, including regular full-time and part-time employees, and those covered under the Supplemental Workforce Policy 309, are eligible to receive bonuses under this program. Direct bonuses are approved by Department/Division Directors, the County Manager or the County Attorney.

506:1 GENERAL PROVISIONS

1. Awards up to \$2,500 will be approved by Department/Division Directors.
2. Awards between \$2,501 - \$5,000 will be approved by the County Manager or County Attorney in writing.
3. All regular County employees under the administrative jurisdiction of the County Manager, or the County Attorney are eligible recipients of a bonus.
4. To receive maximum impact, awards under this program will be made as a one-time lump sum payment. An award may be made at any time during the year.
5. The Department/Division Director, designee, County Manager or County Attorney will determine the amount of the bonus for each recipient.
6. Nominations for employees are to be initiated through the employee's supervisor. The nomination must state the reasons the employee is being nominated and full justification of the award, including a statement indicating the financial impact upon the department/division.
7. There are three categories of awards which an employee may be eligible to receive. They are Superior Team Accomplishment, Individual Incentives and Operational Improvements.

506:2 SUPERIOR TEAM ACCOMPLISHMENT

1. We Made a Difference

Definition: Recognition given at any time to a work unit or team in each service area for meeting unexpected customer needs in an exceptional manner.

The criteria for this award are: Must have completed a project (assignment) during an emergency or crisis (unexpected or critical event) and received a high rating in any of the following:

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- a) Timeliness;
- b) Quality (meets or exceeds accepted standards); or
- c) Customer satisfaction.

2. Team Progress Achievement

Definition: Recognition given at any time to a team for achieving progress toward the completion of a project.

Criteria: Must have accomplished any of the following:

- a) Exceeded timeframes in the project action plan;
- b) Thoroughly researched project;
- c) Recommended innovative and achievable actions; or
- d) Displayed team unity and initiative.

3. Outstanding Team Project Completion

Definition: Recognition given to one or more teams in each service area for completing a project which resulted in significant savings/cost avoidance in time/money or improvements in efficiency/effectiveness.

Criteria: Must have accomplished any of the following:

- a) Exceeded timeframes in the project action plan;
- b) Demonstrated team unity and efficiency;
- c) Standardized improvement within the department or County government; or
- d) Instituted a system to continuously improve the process.

506:3 INDIVIDUAL INCENTIVES

1. Leadership

Definition: Recognition given to an employee who demonstrates exceptional leadership skills in meeting customer requirements.

Criteria: Must have accomplished any of the following:

- a) Demonstrated the ability to inspire or empower subordinates or co-workers;
- b) Demonstrated initiative and willingness to accept responsibility; or
- c) Provided regular feedback and treated subordinates or co-workers with dignity and respect.

Actions were mainly responsible for the success of the work group or team:

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- d) Meeting deadlines;
- e) Improving work processes;
- f) Saving time/money, generating new revenue, or increasing efficiency/effectiveness; or
- g) Achieving customer satisfaction.

2. Exceptional Achievement

Definition: Recognition given when the employee's efforts have resulted in a special achievement of significant importance to the County.

Criteria: Must have accomplished any of the following:

- a) Consistent, exceptionally high level of productivity with repeated successful implementation of progressive and up-to-date systems within the employee's area of responsibility;
- b) Innovative solutions to problems or innovative program development which result in significant, definable cost savings or improvements in County services and efficiency;
- c) Development of management or operational programs which may be applied in units other than the one in which the employee works;
- d) Demonstration of effective crisis management;
- e) Unusual job interest which enhances the morale and productivity of the employee's peers;
- f) Demonstration of exceptional positive community relations outside the normal relations of the employee's job; or
- g) Contributions that draw State or National recognition to the County.

3. I Made a Difference

Definition: Recognition given anytime to an employee for meeting customer needs in an exceptional manner.

Criteria: Must have received a high rating in any of the following:

- a) Dependability;
- b) Timeliness;
- c) Efficiency; or
- d) Customer satisfaction.

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506:4 OPERATIONAL IMPROVEMENTS

Definition: Recognition to encourage employees to make constructive suggestions for the improvement of operations. Can be given as an individual or team award.

Criteria:

- a) A suggestion is a written original idea proposed by an employee or group of employees that clearly identifies a device or method to do a job, system or procedure better, quicker, easier, safer or at less cost or increased revenue.
- b) All employees are eligible to submit suggestions. However, an employee shall not normally be eligible for an award for a suggestion which relates to the employee's assumed duties and responsibilities as outlined in his/her job classification description. Key elements to consider in determining employee eligibility for a cash award are:
 - Is the employee expected or required to make suggestions of the type under consideration?
 - Can the suggestion be implemented by the employee without consulting higher authority?
- c) All suggestions are eligible. If a suggestion is not implemented, it is not eligible for a cash award. Suggestions which are directly related to the following subjects are not eligible for awards:
 - Personal grievances;
 - Classification and pay of positions;
 - Matters previously or currently under study or review by management during the past three years per documentation provided by the evaluator or suggestion system coordinator;
 - A duplicate of another suggestion already under consideration within the past three years;
 - Matters which are the result of assigned or contracted auditing, studies, surveys, reviews or research;
 - Matters requiring legislative or court action other than by County ordinance;
 - Matters requiring the initiation of routine clerical operations, maintenance activities or adherence to prescribed safety practices. Minor safety problems such as loose carpeting, frayed electrical wiring, etc. should be reported through normal channels;
 - Stricter enforcement of already existing rules, regulations and laws within the County;
 - Applications of existing procedures and processes to other areas in the County;
 - Routine computerization of manual processes; or
 - New or newly modified or designed equipment (that part of which is exclusively new), systems, procedures or forms shall not be open to suggestions.