

MERIT PAY PROCEDURES

October 2009

In addition to the Performance Feedback Rating process, supervisors will:

- Complete a Merit Pay Rating in November, and
- Conduct planning sessions for
 - Performance Feedback Process, and
 - Merit Pay process for 2010.

Covered employee group(s):
Full-Time Non-Union Eligible,
Non-Uniform Positions and
Non-Union Eligible, Uniform
Positions.

Covered employees have already been notified whether the merit pay increase will be based on:

- 2009 Performance Feedback Summary Rating (PFSR) only, or
- 2009 Work Plan Goals and Objectives Rating (WPGOR) only, or
- A combination of the two.

Covered employees have also been notified of the % weight for each source (PFSR and/or WPG&OR) for 2009.

Step 1. Gather the facts and complete the PFSR and the WPGOR, if applicable (see attachment 1 - WPGOR form). Some supervisors will solicit input from the employee and others at this point.

Step 2. Transfer the PFSR and/or the WPGOR to the Merit Increase Rating Form as applicable for the employee (see attachment 2 – Merit Increase Rating Form).

Step 3. Review with the employee, obtain employee signature, submit through the chain of command to Human Resources by November 30. Ratings of 1 or 4 require written documentation with rating form.

PLANNING FOR THE NEXT APPRAISAL PERIOD

- By December 15:
 - Complete and provide Planning Session Worksheet for the Performance Feedback Process to employee,
 - Notify covered employees in writing of the % weight for each source (Performance Feedback Summary Rating and/or Work Plan Goals and Objectives Rating) to be used for the merit increase rating for the upcoming year (see attachment 3 – Rating Source Notification).

PLANNING FOR THE NEXT APPRAISAL PERIOD

- By December 15:
 - Provide employee goals and objectives for the next appraisal period, if applicable (refer to attachment 4).

- All forms necessary to plan for and complete the performance feedback and merit pay increase ratings are available online at:
- www.littlerock.org/HR/helpfuldocuments.