

**Fiscal Year 2009 Merit Matrix
Non-Bargaining Pay Plan - Performance Rating Descriptions**

1.5% Merit Increase Overall Average

Performance Level Achieved	Appx. Percent of Employees	Appx. Number Employees	FY 2009 Budget	Description of Ratings	Maximum Percentage (may be taken as lump sum)
5	10%	105	\$74,300	Top 10%; Exceeded on both Parts A & B; exceptional performance, clearly outstanding, highest performer on the team; consistently performed functions well beyond scope of the job; number one in the employee ranking process.	Up to 2.5%
4	25%	262	\$185,600	Exceeds in most (75%) on Parts A & B, demonstrates leadership abilities, above average rating, key team member, looks for new challenges, takes on additional duties and responsibilities.	Up to 1.75%
3	50%	525	\$370,000	Solid performer, successful, achieved expectations overall in Parts A and B; clearly valuable, made significant contributions to the team's success. Majority of employees fall within this category.	Up to 1.5%
2	10%	105	\$74,300	Achieves in most areas but needs improvement in one or more areas - requires clear expectations for improvement.	Up to .5%
1	5%	52	\$ -	Improvement in performance necessary - mandatory 30/60 Performance Improvement Plan (PIP).	0%
		1049	\$704,200	Merit Budget (excludes 135 at-will managers above \$60,000 salary)	
Steps for completion of Pay Plan:					

- 1) Managers plan an average merit increase of 1.5%; merit dollars pre-loaded into GovMax - use salary planning tool for managing increases
- 2) Formula calculates distribution of total employees and dollars allowable in each Performance Level
- 3) Individual increases may not exceed above guidelines based on stated percentage maximums
- 4) Exceptions must be reviewed by HR and approved by executive and Deputy County Administrator
- 5) Human Resources will gather merit increases monthly and report data on bell-shaped curve distribution