

SPECIAL RECOGNITION INCREASES

SUMMARY

This procedure explains how a department director may request a Special Recognition Increase, who is eligible, and the criteria for eligibility.

PROCEDURE

1. Any full-time, non-executive employee covered by Administrative Order 7-19 who has achieved an overall rating of "Outstanding" for the most recent evaluation period may be considered for a Special Recognition Increase.
2. The employee must have demonstrated: creativity and initiative; greatly enhanced departmental efficiency and effectiveness; and performance reflective of superior applied knowledge in addition to productivity.
3. The employee must be within the pay range or at the first longevity step to be eligible for this increase, and must have been in his/her classification for 24 or more months.
4. In addition to the current outstanding rating, the employee's last evaluation (in the same job classification) must have been above satisfactory or better.
5. A memorandum endorsing the Special Recognition Increase is written by the department director, and sent to the Director, Human Resources Department.
6. The Mayor will appoint a three-person panel to review the departmental nominations. Upon receiving a favorable recommendation from the panel, the Mayor may give final approval to award the Special Recognition Increase.
7. Once approved, the employee's base salary will be advanced to the next pay step in the range with no change in anniversary date.
8. The effective date of this increase shall be the pay period following the panel recommendation or no later than 30 days from the date of receipt by the Human Resources Department. In no case shall the Special Recognition Increase be retroactive.

Exception

Employees who are at the second longevity step of their pay range are not eligible for a Special Recognition Increase. In addition, employees included in the Administrative Secretarial Compensation System are compensated in pay ranges which include both longevity steps. Therefore, the Special Recognition Increase procedure no longer applies to these employees.

CONTACT(S):

Department/Division

Human Resources Department

REFERENCE DOCUMENT(S):

Administrative Order 7-19, Performance Evaluation