

BOARD OF COUNTY COMMISSIONERS
MEMORANDUM

Date: November 28, 2006
To: Parwez Alam, County Administrator
Through: Lillian Bennett, Human Resources Director *LWB*
From: Chansidy Daniels, Employee Development Coordinator *CD*
Subject: Approval of December 2006 Performance Bonuses

On April 11, 2006, the Board adopted the revisions to the Leon County Personnel Policies and Procedures Manual, Section 5.01 – Pay Plan and Section 9.01- Employee Performance Appraisal in accordance with the new Employee Appraisal System, which includes the “Pay for Performance” and Performance Bonus components. This is to request your approval of the Performance bonuses for eighty-two (82) Career Service, EMS and Executive Support employees under the new Pay for Performance System.

Attached is a summary of the employees and the performance bonus amounts recommended by the respective Department Head. The Performance Bonus is not automatic, but is based upon an “Excelling” rating (2.8-3.0) on a written performance evaluation of the employee in accordance with the County’s performance review system, specific eligibility criteria outlined by Human Resources; recommendation by Division Director and final approval by the Group Director.

Each department was allocated a prorated share of available funds based upon total FTE positions within the department. The Department Directors were given flexibility in developing a selection process and in the distribution of funds based on criteria outlined by Human Resources. The maximum bonus amount awarded per employee was \$1,200.00 with a minimum bonus amount of \$600.00. A total of 82 employees were approved by their Department Heads to receive the performance bonus for a total award of \$80,500.00.

This amount represents a significant reduction in total costs and number of employees receiving bonuses from the old merit increase process in FY 2004/05. The number of employees receiving bonuses has been reduced from 384 to 82, a 78% reduction. This represents approximately 15% of the total eligible employees. The total dollar amount expended has been reduced from \$151,266 to \$80,500, a 47% reduction. The new Pay for Performance System appears to be working as it was designed. Funding for performance bonuses was included in the FY 2006/07 budget which was approved by the Board.

Your approval to distribute the performance bonuses to eligible Career Service, EMS and Executive Support employees on the first payroll in December 2006 is requested.

PA

Approve, Parwez Alam, County Administrator

12/4/06

Date

Disapprove, Parwez Alam, County Administrator Date

Attachments: Performance Bonus Allocations by Divisions
Performance Bonus Recipient Letter and Eligibility Criteria

**DECEMBER 06
CAREER SERVICE
PERFORMANCE BONUS AMOUNTS**

TOURIST DEVELOPMENT					\$1,200.00
COUNTY ATTORNEY					\$2,400.00
COUNTY ADMINISTRATION					\$2,400.00
MANAGEMENT SERVICES					\$20,400.00
GROWTH AND ENVIRONMENTAL MANAGEMENT					\$4,900.00
PUBLIC SERVICES					\$39,600.00
PUBLIC WORKS					\$9,600.00
				05/06 Performance Bo	\$80,500.00



Leon County
Board of County Commissioners
301 South Monroe Street, Tallahassee, Florida 32301
(850) 606-5302 www.leoncountyfl.gov

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Commissioners

BILL PROCTOR
District 1

JANE G. SAULS
District 2

DAN WINCHESTER
District 3

TONY GRIPPA
District 4

BOB RACKLEFF
District 5

CLIFF THAELL
At-Large

ED DePUY
At-Large

PARWEZ ALAM
County Administrator

HERBERT W.A. THIELE
County Attorney

December 14, 2006

Dear ,

On behalf of the Board of County Commissioners and County Administration, I commend you for your hard work and dedicated service.

Recognizing that the success of our organization is due to your commitment and achievements, Leon County has approved a bonus payment for you in the amount of \$ which is included in this check.

I appreciate the contribution you make in assisting us in serving the citizens of Leon County.

Sincerely,

A handwritten signature in black ink, appearing to read "PA".

Parwez Alam
County Administrator

Performance Bonus Eligibility Criteria

Procedures

- Division Directors will provide justification and recommend employees who have an Excelling rating of (2.8-3.0) for the performance bonus.
- Recommended selection and eligibility criteria will be used to make an assessment of each eligible employee.
- Department Directors have the flexibility in developing a selection process, based on the eligibility criteria outlined by Human Resources (See attached Performance Bonus Recommendation Form), to make a determination of employees who will receive the performance bonus. *You may use one of the following selection processes or create your own.*
 - The Division Director makes the recommendation(s) of the performance bonus recipient(s) to the Department Director.
 - The Department Director creates a committee to assist in making the recommendation(s).
 - The Department Director makes the recommendation and selection of the recipient(s) for the performance bonus.
 - Other selection process as deemed appropriate by the Department Director
- Department Directors will be responsible for the final selection of performance bonus recipients and how the bonus amounts will be distributed among recipients.
- Bonus amounts will range from \$600 - \$1200
- Total performance bonus dollars allocated to each Department will be provided by Human Resources

Timeline: Recommendations due to Human Resources Friday, November 3, 2006

Performance Bonus Recommendation Form

Employee Name: _____

Division Name: _____

Department: _____

Performance Appraisal Date: _____ Type: _____ Score: _____

Recommendation submitted by: _____

Print name

Signature

Department Director Approval

Signature

Date: _____

Amount of performance bonus*: _____

** The total amount for bonuses in the Department may not exceed the prorated amount provided. Bonus amounts may vary among employees.*

Please provide a brief description of process used by the Department Director to make final selection of performance bonus recipients.

Performance Bonus Recommendation Form

- Please give specific examples of how the employee has demonstrated commitment to Leon County, demonstrated initiative in their work and how the employee has consistently exceeded normal job expectations/standards in each of the following areas: *Please attach an additional sheet to provide justification if needed.*

- Providing extraordinary work unit services

- Accomplishing specific work unit goals

- Outstanding service to citizens

- Producing results in the form of increased outputs

- Working to improve processes

Please give specific examples of how the employee has modeled the way and set the standard for others by displaying Leon County's Core Values:

- Communications
- Teamwork
- Customer Service
- Dependability
- Initiative
- Safety/Safeguarding

Additional comments in support of recommendation (Optional):
