

# CITY OF APPLETON

## HUMAN RESOURCES DEPARTMENT



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### MEMO

December 2, 2020

To: Human Resources Committee

From: Sandy Matz, Human Resources Director

Re: HR Committee 12-9-2020 (Exception to Salary Administration Policy)

The 2021 Budget included an allocation of 1.5% for pay for performance for the non-represented employees. The current policy would have the 1.5% increase be allocated to departments for granting pay for performance increases within their respective departments. As a leadership team, we have discussed this and are recommending a deviation from the policy for allocation of raises this year. The team proposes that the 1.5% increase be granted as an across the board increase to all employees. Employees with an inconsistent rating would not be eligible for the across the board adjustment until the rating is brought up to a consistent level and maintained for a period of at least ninety (90) days.

Below is the relevant section of the Salary Administration Policy:

#### *Pay for Performance*

*The amount allocated for performance pay shall be established each year by the Mayor and included in the annual budget, subject to approval by the Common Council. Upon approval of the budget the amount will be divided and allocated to each individual department based on total base wages of eligible employees within the plan. Upon conclusion of the annual employee performance review process, individual department directors will then divide the allocated amount to individual employees within their department based on the employee's annual performance evaluation score.*

*The maximum Pay for Performance Adjustment shall not exceed the approved Pay Range Adjustment plus 3%.*