

Memorandum

To: Human Resources Committee
CC: Common Council
From: Sandy Behnke
Date: 10/2/2014
Re: Salary Administration/Performance Management Policies

We are recommending that a few changes be made to the Salary Administration Policy and the Performance Management Policy specifically relating to how we handle internal transfers.

Public Works is currently in the process of completing their yearly evaluations. The language, with regard to the transfers, did not work well for their transfer scenarios. Consequently, we believe the same will hold true for other departments that have internal transfers.

Example: A transfer after July 1 which is a lateral transfer (e.g. Operator II/Street to Operator II/Sanitation)

We currently interview and pick the top candidate out of a group of internal candidates. Under the current language employees would be eligible for a lump sum amount for the beginning of the year, but they are not eligible for a performance adjustment for the remainder of the year. This in some ways could be viewed as penalizing the individual for taking a lateral transfer within the department, and ultimately this could make the employee more valuable to the City by being cross-trained in different areas. Employees who make a lateral transfer generally do not get a pay increase at the time of transfer. By modifying the language, it will allow the employee making a lateral transfer, to be eligible for, pay for performance that year, no matter when they make the transfer.

The language works for those who are promoted, because they will have an opportunity to obtain additional pay during the promotional process and the same holds true for new hires.

Another issue that came up was who completes the evaluation and logistically how do we make that work within our Performance Management system. Because there can be multiple transfers within a given year, and employees change supervisors, it's difficult to use the majority of the year language because the last switch may not be the majority and it just creates some confusion with trial periods etc. This creates some confusion on who should do the evaluation. We are proposing that the supervisor assigned in the beginning of the year work with other supervisors in the department to complete the evaluation for that year. HR will make the changes in the PE system after the year end evaluations are complete. (This will only be for inter department transfers).

If an employee moves to another department we will re-assign them to that supervisor at that time. If it happens to be within the last few months we will discuss with each of the departments to work out who should do the evaluation.

PERFORMANCE MANAGEMENT POLICY

H. DEFINITIONS

Supervisor Changes: Supervisors shall be responsible for evaluating any employees **assigned to them at the beginning of the year. If an employee transfers to another department, the new supervisor shall be responsible for evaluating the employee.** ~~who are promoted or change positions, if they supervised the employee for the majority of the year.~~

SALARY ADMINISTRATION POLICY

E. ADMINISTRATION OF PERFORMANCE ADJUSTMENTS

Employees promoted **throughout the year** ~~or transferred on or after July 1~~ **generally** will not be eligible for pay for performance for **that the remainder of the year. in the new position.** ~~If the promoted employee is eligible for pay for performance from their previous position, prior to promotion, the employee shall receive that pay for performance adjustment in the form of a lump sum.~~