



THE CITY OF POMONA

ADMINISTRATIVE POLICIES AND PROCEDURES

ACCELERATED MERIT INCREASE POLICY

I. PURPOSE

To comply with the merit system principles and to recognize and reward employees who demonstrate superior performance during a performance year by granting them an accelerated salary step advancement.

II. APPLICABILITY

This Policy applies to all full-time City employees who have passed their initial probationary period. This Policy does not apply to Group A employees.

III. POLICY

The City of Pomona recognizes the need to accelerate merit step increases for employees who have passed their initial probation and who demonstrate superior performance during a performance year. In addition, this Policy establishes rules to maintain consistency and equity when recommending and processing accelerated merit step increases.

Accelerated merit step increases shall be recommended by the Department Director and shall be subject to the approval of the Human Resources/Risk Management Director. To be considered for an accelerated increase, the employee's performance evaluation shall exhibit overall performance of "Far Exceeds" Standards. The Department Director must approve an accelerated increase prior to the recommended step increase being presented to the employee. There are two types of accelerated merit increases.

A. Accelerated Merit, Two (2) Step, Increase:

A department may recommend a two-step increase for an employee as the result of their regular annual performance evaluation.

B. Accelerated Step Increase Date:

A department may recommend accelerating an employee's salary prior to the employee's scheduled annual performance evaluation date.

IV. PROCEDURE

A. The first-line supervisor is responsible for the completion of an accurate and objective performance evaluation. The performance evaluation period should be for the current job evaluation period only.

ACCELERATED MERIT INCREASE POLICY (Continued)

- B. Supervisors and Division Managers shall not discuss with an employee the possibility of an accelerated merit step increase until the Department Director has approved the increase. (Only Department Directors have the authority to authorize an accelerated merit step increase).
- C. In order to receive a two-step merit step increase, the employee's annual performance evaluation must be an overall "Far Exceeds" Standards.
- D. In order to receive an accelerated merit step increase date, the employee's annual performance evaluation shall have an overall performance of "Far Exceeds" Standards. Additionally, the employee must have made a significant contribution to the Department as determined by the Department Director.
- E. Following approval by the Department Director, the Supervisor may present the performance evaluation and Personnel Action Form providing the accelerated increase to employee.
- F. The Department shall submit the Performance Evaluation and Personnel Action Form to the Human Resources Department for processing.

V. ACTION

This Policy is effective this date.