St. Andrews Parish Parks & Playground Commission

Policy Manual

Section: 4 **Topic:** Merit Pay Plan

Policy Number: 1

Page: 1 of 1

SAPPPC wishes to reward staff members who accomplish its goals and go to great effort to perform their jobs well.

All full time, regular staff members are eligible for a merit increase at the beginning of each fiscal year based on a performance evaluation, feedback from staff and customers, and their history of goals met. Maximum merit increase amounts are based on a percentage, to be established on an annual basis and dependent on budget processes, of each staff member's annual salary and will be built into each salary.

New staff members who have begun their employment with SAPPPC between July 1st and December 31st in the current fiscal year are eligible for up to half of that year's merit percentage once they have satisfactorily completed their introductory employment period. Thereafter, they are eligible for a merit increase under the same terms as any full time staff member.

New staff members who have begun their employment with SAPPPC between January 1st and June 30th in the current fiscal year are eligible for up to half that year's merit percentage, plus up to the whole of that year's merit percentage, once they have satisfactorily completed their introductory employment period.

Merit increases are limited to the maximum salary amount of a staff member's position grade. However, in cases where a staff member has reached the maximum point of his position grade, SAPPPC may consider awarding of a one-time merit award which will not be built into his base salary.

The Executive Director has the authority to grant out-of-sequence increases as appropriate, not to exceed the mid-point of the staff member's position range or ten percent, whichever is higher.

The decision to grant a merit increase, and the size of any merit increase, is entirely within the discretion of the Executive Director and in special cases, the Commission.

Approved July 17, 2003