

Sacramento Suburban Water District

Employee Performance Evaluation, Merit and COLA Policy

Adopted: October 20, 2003

Revised: November 21, 2005, October 15, 2007; October 17, 2011

100.00 Purpose of the Policy

The purpose of this policy is to establish a process to evaluate and assess employee job performance, assist employees in improving performance, provide the basis for merit increases and cost-of-living adjustments (COLA), and provide historical documentation of employee performance.

200.00 Policy

It is the District's policy to provide a program for advancement of its employees within the pay/salary range of their positions using a merit-based system based on performance and goal achievement through an evaluation process. Performance evaluations are intended to help the employee better understand his/her job responsibilities; improve job performance in relation to the District's mission statement, values, goals and principles; measure and enhance individual performance; recognize and reward employee contributions; and foster professional development and career growth. The process is also intended to increase productivity, correct issues before they become serious problems for the individual or the District, and meet internal and external needs for documentation of individual performance. Performance evaluations are an essential part of an individual's employment experience with the District and serve as the basis for several employment-related actions including, but not limited to, completion of introductory periods, determination of merit increases and COLA, promotions and transfers. In addition, they serve as tools for placing employees on notice of performance deficiencies that, if uncorrected, may lead to corrective actions up to and including termination. Merit increases must be approved by the Board of Directors within the annual labor budget and are based on satisfactory performance reviews. Introductory employees are eligible to receive an annual COLA, if any, in the absence of any documented performance issues.

300.00 Authority and Responsibility

The General Manager is authorized and responsible for establishing an evaluation process and supervisory training program that will be administered by the General Manager or his/her designee.

400.00 Policy Review

This policy will be reviewed at least biennially.