

Sacramento Suburban Water District

Employee Performance Evaluation, Merit and COLA Policy

Adopted: October 20, 2003

Approved with changes on: October 19, 2020

100.00 Policy

The purpose of this policy is to establish guidelines to evaluate and assess employee job performance to assist them in improving their job performance; to provide historical documentation of their job performance; to provide the basis for annual merit increases; and to provide a standard for annual cost-of-living adjustments (COLA).

101.00 Employee Performance Evaluation

It is the District's policy to provide a program for advancement of its employees within the pay/salary bands for their classification using a merit-based system based on performance and goal achievement documented 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.

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, promotions and transfers, and identifying training needs. In addition, they serve as tools for placing employees on notice of performance deficiencies.

102.00 Merit Increases

The merit increase budget must be approved by the Board of Directors within the annual labor budget. Merit increases are calculated based on approved performance evaluation scores and approved by the General Manager.

103.00 COLA

The District will provide all introductory and regular, full-time employees an annual COLA if approved by the Board of Directors. The annual COLA will be based on current year month of August "West – Size Class B/C (CPI-U)" percentage as published by the U.S. Bureau of Labor Statistics. In the case when the Western Cities B/C Index is a negative value, the COLA amount will be zero. The annual COLA will be effective the beginning of the first pay period in January of each Budget year.

200.00 Authority and Responsibility

The General Manager is responsible for administering this policy and has established a process for evaluating and assessing job performance and compensation guidelines as set forth in the Employee Performance Evaluation, Merit and COLA Procedure (PR-HR 001).

300.00 Policy Review

This policy will be reviewed at least biennially.