

Action - Consent

Item III.A

Regular Meeting 9/13/01

TO: Juvenile Welfare Board Members

FROM: James E. Mills, Executive Director 
Walter G. Williams, Director, Human Resources 

Requested Action

Waive the Personnel Practices Manual pertaining to base adjustments as recommended in the August 23, 2001 workshop.

Options

1. Approve the waiver to the Personnel Practices Manual as proposed.
2. Deny all or any part of the above recommendations.

Recommended Action

Waive the Personnel Practices Manual Paragraphs 4.2 and 4.22 as they pertain to base adjustments for FY 2001-02.

Fiscal Impact

None

Narrative

In August 2000 the Board approved a 2.7% Across The Board increase for all employees. That increase was not based on performance. At the August 23, 2001 Board Workshop the Board made the recommendation to provide all regular employees a 3% Across The Board increase. This increase was not to be based on merit due to performance.

The JWB Personnel Practices, paragraphs 4.2 and 4.22 (see attachment A), state that the annual increase in base salary will be based on the annual performance evaluation, and the quality and quantity of work performed by the employee during the previous year.

An Across The Board increase requires that the above paragraphs be waived. If it is the intent of the Board to continue providing an Across The Board increase regardless of performance, a change to the Personnel Practices must be made and will be included in the annual review in January 2002.

ATTACHMENT A

- 4.2 Merit Pay: The compensation of each regular employee shall be reviewed annually. Based upon an evaluation of the employee's performance during the previous year, the availability of funds and the limitations of established salary ranges, the employee's salary may be adjusted.
- 4.22 Salary adjustments are based on consideration of the quality and quantity of the work performed by the employee; his/her contribution to a positive and productive work environment; and his/her personal representation to the public in a fashion which enhances the public understanding and acceptance of the role, function and competence of the JWB.