



**DOUGLAS COUNTY GOVERNMENT  
POLICY FORM**

SUBJECT PAY-FOR-PERFORMANCE	POLICY NO. HR.4.06
TITLE PAY-FOR-PERFORMANCE POLICY	APPROVAL DATE September 03, 1988
	REVISION/REVIEW DATE August 15, 2018

PURPOSE: To ensure consistent employee evaluation system and competitive and equitable salaries for County employees.

DEPARTMENT RESPONSIBLE: Human Resources Department

DEPARTMENT (S) AFFECTED: All

POLICY:

The Pay-for-Performance strategy/philosophy is a market-driven process designed to ensure maintenance of competitive salaries and, at the same time, provide management with an appropriate mechanism for managing and rewarding employee performance.

PROCEDURES:

The components of the Pay-for-Performance philosophy are a performance evaluation instrument coupled with annual studies of market salary data for comparable benchmark positions.

Annually, results of market compensation studies are provided to the County Administrator. Based on the findings of those studies, the pay plan may be adjusted to maintain a competitive position within the market place.

All regular full-time and part-time employees are evaluated annually. The level of performance measured through the evaluation process and the compa-ratio of

the employee are the determining factors for performance increase recommendations.

In general, for employees performing “like jobs” within the same skill level, salaries should reflect individual performance ratings; i.e., an employee with a high evaluation rating should receive greater remuneration than an employee with a lower evaluation rating.

Specific evaluation guidelines and forms are available in the Human Resources Department.