
Compression Adjustment and Employees Not Meeting Performance Guidelines

Summary of Request

At the last TCAC (Total Compensation Advisory Committee) meeting, there was discussion about whether to distribute compression adjustments to employees who did not receive a performance evaluation rating of a “3” (Meets Expectations) in the calendar year 2017. The concerns from TCAC are employees who are low performers may have their salaries increased above employees in the same job title that meet expectations and go above and beyond. This would cause a morale issue among elected offices and departments.

After review, both TCAC and the DA’s office are supportive of NOT distributing compression adjustments to employees who:

- Did not receive a final performance evaluation score of “3” (Meets Expectations) in calendar year 2017
- Employees who are on a Performance Improvement Plan (PIP) or received a discipline action that would warrant less than a performance evaluation score of “3” (Meets Expectations) in the calendar year 2018

A PIP or a discipline would not necessary exclude an employee from the adjustment but if a manager deems that the PIP or a discipline would place the employee at a “Below Expectations” standard then they could exclude them.

Employees who received a “Below Expectations” performance evaluation in 2017 or is on a Performance Improvement Plan (PIP) that would warrant less than a performance evaluation score of “3” (Meets Expectations) in calendar year 2018 and improves their performance and/or successfully satisfies a Performance Improvement Plan (PIP) in calendar year 2018 would be eligible for the compression adjustment in 2018.

Number of Employees Impacted

There are 33 employees who did not “Meet Expectations” in calendar year 2017. It is unknown the number of employees who are on a Performance Improvement Plan (PIP) or received a discipline action that would warrant less than a performance evaluation score of “3” (Meets Expectations) in the calendar year 2018. Managers would have to submit employee names to Human Resources who would fall in this category. A rough estimate of number of employees within in this category would be less than 10 employees.

Request of Council Approval

In order to be eligible for any compression adjustment, employees must be in an Active status during the pay period in which the compression pay is processed, must receive a final performance evaluation score of “3” (Meets Expectations) in calendar year 2017 and must not have any performance improvement plans or discipline actions warranting less than a performance evaluation score of “3” (Meets Expectations) in the calendar year 2018. However, if the employee improves their performance and/or successfully satisfies a Performance Improvement Plan (PIP) in the 2018 calendar year, the employee would be eligible for the compression adjustment in 2018.