

COUNTY ORDINANCE NO. 01-09

**A BILL ENTITLED**

AN ACT CONCERNING the Repeal and Readoption with Amendments of Sections 27-412 and 27-509 of Title 27 of the Code of Public Local Laws of Queen Anne's County (1996 Ed.) entitled "Human Resources".

FOR THE PURPOSE of expanding job performance evaluation categories; and providing the amount of salary increases for job performance and job performance incentives for the Classified and Professional/Executive Services in Queen Anne's County.

SECTION I

BE IT ENACTED BY THE COUNTY COMMISSIONERS OF QUEEN ANNE'S COUNTY, MARYLAND that Sections 27-412 and 27-509 of Title 27 of the Code of Public Local Laws of Queen Anne's County be and are hereby repealed and readopted to read as follows:

27-412. Performance salary advance/incentive award within the grades.

....

(b) Job performance salary increases ...

(1) ...

(2) ...

(3) Amount of job performance increase.

(i) A two-percent increase shall be awarded for an acceptable job performance evaluation.

(ii) A three-percent increase shall be awarded for an above average job performance evaluation.

(iii) A four-percent increase shall be awarded for a commendable job performance evaluation.

(iv) A five-percent increase shall be awarded for a superior job performance evaluation.

(v) A six-percent increase shall be awarded for an outstanding job performance evaluation.

(c) Job performance incentive awards ...

(1) ...

(2) ...

(3) Amount of incentive award.

(i) A two-percent incentive award shall be granted for an acceptable job performance evaluation.

(ii) A three-percent award shall be granted for an above average job performance evaluation.

(iii) A four-percent award shall be granted for a commendable job performance evaluation.

(iv) A five-percent award shall be granted for a superior job performance evaluation.

(v) A six-percent award shall be granted for an outstanding job performance evaluation.

27-509. Performance salary advance/incentive award within the grades.

(a) ...

(b) ...

(c) Determination of amount of annual pay increase.

(1) ...

(2) Employees shall receive an annual performance evaluation conducted by their appointing authority on or within one month prior to their anniversary date.

(i) If an employee's performance is rated as acceptable, a salary increase of 2 of the employee's rate of pay shall take effect in the pay period immediately following the date of evaluation.

(ii) If an employee's performance is rated as above average, a salary increase of 3% shall take effect as provided above.

(iii) If an employee's performance is rated as commendable a salary increase of 4% shall take effect as provided above.

(iv) If an employee's performance is rated

as superior a salary increase of 5% shall take effect as above provided.

(v) If an employee's performance is rated as outstanding, a salary increase of 6% shall take effect as above provided.

(vi) In the event that an employee's performance is evaluated as unsatisfactory, no salary increase shall be provided.

1. The appointing authority shall reevaluate the employee's performance within three months of the initial evaluation or the date of the final decision to award no salary increase, whichever is later.

2. If the second performance evaluation is also unsatisfactory, the appointing authority may, upon the approval of the County Administrator, reduce the employee's salary by no more than 10% or terminate the employee.

(d) Job performance incentive awards ...

(1) ...

(2) ...

(3) Amount of incentive award.

(i) A two-percent incentive award shall be granted for an acceptable job performance evaluation.

(ii) A three-percent incentive award shall be granted for an above average job performance evaluation.

(iii) A four-percent incentive award shall be granted for a commendable job performance evaluation.

(iv) A five-percent incentive award shall be granted for a superior job performance evaluation; and

(v) A six-percent incentive award shall be granted for an outstanding job performance evaluation.

SECTION II

BE IT FURTHER ENACTED that this Act shall take effect on the forty-sixth day following its passage.

Introduced By: Margie Houck

Date: 12-18-01

Public Hearing Held: 1-15-02 11:00 am

Vote: 3 Yea \_\_\_\_\_ Nay

Date: 1-15-02

1-15-02