

Chapter 27. HUMAN RESOURCES

Article IV. Classified Service

§ 27-23. Performance salary advance/incentive award within grades.

- A. Annual performance review. The job performance of all employees shall be reviewed annually on their anniversary date through use of objective, job-related methods approved by the Director of Human Resources.
- B. Job performance salary increases. The degree to which an employee shall be entitled to receive an annual salary increase shall be dependent upon the quality of his or her work performance as reflected in the annual performance review.
- (1) Intent. These increases are intended to:
- (a) Recognize acceptable or better performance on the part of the employee and are not intended to be automatic; and
 - (b) Reflect increases in productivity and effectiveness as employees gain experience in their positions.
- (2) Eligibility. [Amended 2-21-2006 by Ord. No. 05-18]
- (a) Full-time employees shall be eligible for consideration for a job performance salary increase depending upon their performance.
 - (b) Part-time employees shall be eligible for consideration for a job performance salary increase depending upon their performance.
 - (c) Contractual employees may be eligible for consideration for a salary increase at the time of contract renewal, if approved by the **County Administrator Department Director and Director of Human Resources in accordance with the budget.**
 - (d) Job performance salary increases shall be granted only to those employees who have demonstrated a proficient level of job performance.
 - (e) Job performance salary increases shall not be awarded above the maximum salary for a given grade. In the event a pay for performance evaluation percentage elevates the employee's salary above maximum salary, the employee shall be compensated at the maximum salary. The balance of the evaluation increase shall be in the form of an incentive award.
- (3) Amount of job performance increase.
- ~~(a) A two percent increase shall be awarded for an acceptable job performance evaluation.~~
 - ~~(b) A three percent increase shall be awarded for an above-average job performance evaluation.~~
 - ~~(c) A four percent increase shall be awarded for a commendable job performance evaluation.~~
 - ~~(d) A five percent increase shall be awarded for a superior job performance evaluation.~~
 - ~~(e) A six percent increase shall be awarded for an outstanding job performance evaluation.~~

The amount of any job performance increase may be established by the County Commissioners of Queen Anne's County during and as part of the budget process. Unless a different increase is

established during the budget process, the job performance increases shall be 1%, 2% or 4% based upon evaluation criteria to be established and implemented by the Queen Anne's County Department of Human Resources.

C. Job performance incentive awards. The degree to which an employee shall be entitled to receive an annual incentive award shall be dependent upon the quality of his or her work performance as reflected in the annual performance review.

(1) Intent. These increases are intended to:

(a) Recognize acceptable or better performance on the part of the employee and are not intended to be automatic; and

(b) Reflect increases in productivity and effectiveness as employees gain experience in their positions.

(2) Eligibility. [Amended 2-21-2006 by Ord. No. 05-18]

(a) Full-time employees shall be eligible for consideration for a job performance incentive award depending upon their performance.

(b) Part-time employees may be eligible for consideration for a job performance incentive award depending upon their performance.

(c) Contractual employees will not be eligible for a job performance incentive award.

(d) Incentive awards shall be granted only to those employees who have demonstrated a proficient level of job performance.

(e) Only those employees who have reached the maximum salary rate or are structured within years 0 to 4, 6 to 9, and 11 to 14 of longevity status of any pay grade are eligible for incentive awards.

(3) Amount of incentive award.

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

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

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

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

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

The amount of any job performance incentive award may be established by the County Commissioners of Queen Anne's County during and as a part of the budget process. Unless a different incentive award is established during the budget process, the job performance incentive award shall be 1%, 2% or 4% based upon evaluation criteria to be established and implemented by the Queen Anne's County Department of Human Resources.

D. Budget funds for performance pay increases. The County Administrator shall each year include funds in the budget request to the County Commissioners for providing performance pay increases.

E. Unsatisfactory performance evaluation (Does not meet expectations). An employee whose annual performance evaluation is unsatisfactory shall:

- (1) Receive no increase in salary on the date due;
- (2) Be counseled as to the reasons for the unsatisfactory evaluation; and
- (3) Within seven working days after the evaluation, in conjunction with his or her immediate supervisor, develop a three-month performance improvement plan with specific, measurable objectives.
 - (a) The plan will include a date certain upon which a reevaluation of the employee's overall performance and accomplishment of the performance improvement plan will be conducted; and
 - (b) The employee will be given a copy of the plan and the date upon which the reevaluation will occur. The employee will be specifically informed that he or she may be terminated for incompetence.
- (4) Be reevaluated on the date specified in the performance improvement plan.
 - (a) If the employee achieves the objectives set out on the plan, he or she shall receive the percentage increase in salary to which he or she may be entitled; or
 - (b) If the employee fails to achieve all of the objectives set out on the plan, he or she may be disciplined for incompetence up to and including termination.
 - [1] If a lesser form of discipline is administered, the employee shall receive no increase in salary for the remainder of the year following the evaluation, and his or her eligibility for a percentage increase in salary during the next cycle shall depend upon the next performance evaluation.
 - [2] Any employee receiving two consecutive unsatisfactory performance evaluations may be terminated for incompetence without the necessity of the foregoing procedure.

F. Limitation of effect. No percentage salary increase shall be given to any employee after an employee reaches the maximum salary in any pay grade until such employee becomes eligible for longevity.

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Article V. Professional and Executive Service

§ 27-48. Performance salary advance/incentive award within the grades.

- A. Annual salary increase. Employees may receive an annual salary increase effective ~~the first full pay period in July, on their anniversary date,~~ provided that their performance is evaluated as ~~acceptable~~ meets expectations or better.
- B. Purpose of annual pay increase. These increases are intended to recognize increases in productivity and effectiveness as employees gain experience in their positions.
- C. Determination of amount of annual pay increase.
 - (1) Any increase in annual salary which may occur shall result in a rate of pay which falls within the range of pay set forth in the Professional/Executive Service Salary Schedule and shall be determined in accordance with the provisions of this section.

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

~~(a) 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.~~

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

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

~~(d) If an employee's performance is rated as superior, a salary increase of 5% shall take effect as above provided.~~

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

(a) The amounts of any salary increases may be established by the County Commissioners of Queen Anne's County and as part of the budget process. Unless a different salary increase is established during the budget process, the salary increase shall be 1%, 2% or 4% based upon evaluation criteria to be established and implemented by the Queen Anne's County Department of Human Resources.

(b) 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. The degree to which an employee shall be entitled to receive an annual incentive award shall be dependent upon the quality of his or her work performance as reflected in the annual performance review.

(1) Intent. These increases are intended to:

(a) Recognize acceptable or better performance on the part of the employee and are not intended to be automatic; and

(b) Reflect increases in productivity and effectiveness as employees gain experience in their positions.

(2) Eligibility.

(a) Full-time employees shall be eligible for consideration for a job performance incentive award depending on their performance.

(b) Incentive awards shall be granted to those employees who have demonstrated a proficient level of job performance.

(c) Only those employees who have reached the maximum salary range are eligible.

(3) Amount of incentive award.

The amount of any job performance incentive award may be established by the County Commissioners of Queen Anne's County during and as a part of the budget process. Unless a

different incentive award is established during the budget process, the job performance incentive award shall be 1%, 2% or 4% based upon evaluation criteria to be established and implemented by the Queen Anne's County Department of Human Resources.

- ~~(a) A two percent incentive award shall be granted for an acceptable job performance evaluation.~~
- ~~(b) A three percent incentive award shall be granted for an above average job performance evaluation.~~
- ~~(c) A four percent incentive award shall be granted for a commendable job performance evaluation.~~
- ~~(d) A five percent incentive award shall be granted for a superior job performance evaluation; and~~
- ~~(e) A six percent incentive award shall be granted for an outstanding job performance evaluation.~~

E. Budget funds for performance pay increases. The County Administrator shall each year include funds in the budget requests to the County Commissioners for providing performance pay increases. The County Commissioners may fund all, part or none of such performance pay increases. In the event the County Commissioners shall decide to fund either a portion or none of such performance pay increases then, notwithstanding any other provisions of this **Title Chapter**, the amount of such performance pay increases including salary increases and incentive awards shall abate accordingly.

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Article VII. Conditions of Employment

§ 27-78. Probationary period.

A. Original probationary period.

- (1) Prior to attaining permanent status, every person appointed to a position in County employment within either the classified or professional and executive services is required to successfully complete a probationary period of one year, except for law enforcement personnel employed by the Queen Anne's County Sheriff's Department, who may be required to successfully complete a probationary period of two years. [Amended 2-21-2006 by Ord. No. 05 18]
 - (a) Where appropriate, and with the approval of the Director of Human Resources, the appointing authority may extend an employee's probationary period for a duration not to exceed 90 days.
 - (b) If an employee has a leave of absence during their probationary period, their probation shall be extended by an amount of time equal to that of their leave of absence.
- (2) The probationary period shall be considered to be part of the selection process.
- (3) A probationary employee may be the subject of a personnel action, without right of appeal, at any time during the probationary period if the appointing department director,

with the approval of the Director of Human Resources, determines that the employee is not performing assigned duties in a satisfactory manner.

(4) Job performance evaluations shall be completed on all probationary employees at the end of ~~three months~~, six months ~~and 11 months~~ of service. The appointing department director shall indicate to the Human Resources Department, in writing, on each job performance appraisal:

- (a) That the employee's accomplishments, failures, strengths and weaknesses have been discussed with the employee;
- (b) Whether or not the employee's work meets expectations ~~is performing acceptable work~~; and
- (c) Whether or not the employee should be retained in the position.

B. Promotional probationary period. Any employee appointed to a promotional position shall serve a probationary period of six months. Before the end of the probationary period, the appointing department director shall indicate to the Human Resources Director, in writing, on a promotional probationary evaluation form:

- (1) Whether or not the employee's work meets expectations ~~is performing acceptable work~~;
- (2) Whether or not the employee should be retained in the position or be reinstated in a former class. Reinstatement to a former class during a promotional probationary period shall not be considered a demotion, unless the reinstatement is done for disciplinary reasons **and is contingent on the availability of the former job** .

C. Extension of probationary period. The appointing department director may, with the approval of the Director of Human Resources, extend an employee's original probationary period or promotional probationary period for a period of time not to exceed 90 days.