

**COURT ORDER
2016-0294**



Approval of DDA Plan – Facilities Management Department

On a motion made by Commissioner John Wiley Price, District 3, and seconded by Commissioner Dr. Theresa M. Daniel, District 1, the following order was passed and adopted by the Commissioners Court of Dallas County, State of Texas:

BRIEFING DATE: 3/1/2016
FUNDING SOURCE: General Fund DDA

Be it resolved and ordered that the Dallas County Commissioners Court does hereby approve the attached DDA plan submitted by the Assistant County Administrator – Operations, which complies with current DDA guidelines.

Done in open court March 1, 2016, by the following vote:

IN FAVOR: Honorable Clay Lewis Jenkins, County Judge
Commissioner Dr. Theresa M. Daniel, District 1
Commissioner Mike Cantrell, District 2
Commissioner John Wiley Price, District 3
Commissioner Dr. Elba Garcia, District 4

OPPOSED: None
ABSTAINED: None
ABSENT: None

Recommended by: Urmit Graham
Originating Department: Human Resources

COMMISSIONERS COURT BRIEFING



DATE: 3/1/2016

SUBMITTING DEPARTMENT: Human Resources

THROUGH:

SUBJECT: Approval of DDA Plan – Facilities Management Department

BACKGROUND:

Mr. Jonathon Bazan, Assistant County Administrator – Operations, requests approval of the attached DDA Plan for the Facilities Management Department. On January 14, 2003, Commissioners Court approved the revised DDA guidelines, per Court Order 2003-0057. Pursuant to Commissioners Court direction, the Facilities Management department has submitted the proposed DDA plan to the Human Resources/Civil Service Department for review, submission and approval by Commissioners Court.

OPERATIONAL IMPACT:

Approval of this plan will afford the department the opportunity to reward employees for recognition of outstanding performance, expanding their knowledge, and providing innovative and creative solutions for improving operations.

FINANCIAL IMPACT:

Approval of this request will not result in additional financial cost to Dallas County and is funded by the department's DDA account.

LEGAL IMPACT:

N/A

PROJECT SCHEDULE:

N/A

M/WBE PARTICIPATION:

N/A

STRATEGIC PLAN COMPLIANCE:

The recommendation in this briefing supports, Vision 1, Strategy 1.5 of the Dallas County Strategic Plan by fostering an incentive based compensation plan to motivate and reward employee performance and loyalty.

RECOMMENDATION:

The Human Resources/Civil Service Department recommends Commissioners Court approve the attached DDA plan submitted by the Assistant County Administrator – Operations, which complies with current DDA guidelines.

RECOMMENDED BY:	Human Resources	PREPARED BY:	Urmit Graham
		APPROVED BY DEPT HEAD:	Urmit Graham

DDA PLAN – Facilities Management Department

I. *Purpose*

To establish guidelines and procedures for the qualification and distribution of awards to employees who are working to increase the efficiency of Facilities Management, and establish standards for qualifications and distribution of those awards.

II. *Individual Awards*

Departmental discretionary funds may be distributed to Facilities Management employees within the following categories:

- *Innovation/Suggestion Award*
- *Performance Award*
- *Recognition Program*

Funds will be awarded based on availability, as well as the extent to which the individual(s) meet or exceed the criteria set forth for each award. Funds will be awarded at the discretion of the Director and shall comply with the general guidelines for distribution of DDA funds.

A. *Innovation/Suggestion Award*

Innovation/Suggestion Awards are meant to reward staff members whose creativity or analysis result in either a reduction to expenditures, an increase in revenues or other tangible benefits. A single innovation/suggestion award may be shared among staff members if more than one member is responsible for the suggestion. There is no limit to the number of Suggestion Awards that may be granted to an individual in a fiscal year.

Innovation/Suggestion Awards are meant to reward both creative and critical analyses of departmental processes, resulting in either a reduction to expenditures or an increase in revenues. An award may be up to 15% of the actual savings or new revenue. No individual may receive a single Innovation/Suggestion Award greater than \$500, but multiple suggestions may be submitted. Innovation/Suggestions should be made in writing following the processes implemented by the department.

For Innovation/Suggestions that yield an extraordinary cost savings or avoidance of \$15,000 or more to the County, a reward commensurate with the innovation/suggestion will be presented to Commissioners Court for approval. There will be consideration of an appropriate award reflective of the implemented impact of the innovation/suggestion.

B. *Performance Award*

The Director may grant a Performance Award based on completion of an assigned project or increase in performance. Performance criteria must be documented at the beginning of an award period. The Director may agree on a target date for acceptable completion of a project or a specified increase in production, as well as the Performance Award. If the project is satisfactorily completed within the specified time period, and/or if the employee accomplishes a specified increase in production, the Director may grant the employee a Performance Award.

The Director will review the outcome of the performance and it shall be based upon:

- Acceptable Completion
- Achievement of Specified Goal
- Cost Savings or Avoidance (as applicable)

The Director will determine the appropriate Performance Award in accordance with DDA specifications, guidelines, and policies.

C. Recognition Program

Quarterly Recognition awards will be issued to those employees selected by their peers for exemplary service.

- Recognition Awards (3 per quarter): \$75 each, \$900 total for program.