

Merit Pay Increase/Lump Sum

I. Purpose

The purpose is to grant rewards to employees based on job performance, other critical factors and available funds in the departmental merit/lump sum award pool.

II. Amount

Funds allocated for the merit/lump sum awards will be a 2% for filled positions as of December 2, 2019, based on personnel actions received by November 22, 2019 for employees on salary schedules: Schedule I (non-exempt), Schedule E (exempt), Schedule ET (technical), Schedule S (social services), Attorney Schedule, Schedule PE (Engineering), IT Schedule, Schedules E1/E2 (open pricing) and Investigator Schedule.

Allocation Dates – Merit pay and lump sum awards will be effective pay period beginning January 18, 2020 (on paychecks dated February 7, 2020).

Guidelines

1. The merit/lump sum award range shall be between 0 and 4% and is awarded to regular full-time employees.
2. Part-time, temporary, extra-help employees, and employees that are unclassified on the Judicial Salary Plan, Law Enforcement Salary Schedule, or granted a fixed salary rate are not eligible for merit awards.
3. A merit award may be awarded to employees who have not reached the maximum of their pay range. A lump sum award may be awarded to employees who are at or above the maximum of their pay range.
4. Employee whose salaries are close to the maximum (less than 4%) of the salary range for their pay grade may receive a merit and lump sum increase. Merit increases must be awarded first to increase pay to the maximum of the salary range. The lump sum award would then be awarded. The combination of the merit and lump sum award must not exceed 4%. (Example: Employee A is given a 3% merit first to bring his/her salary up to the maximum of the salary range for his/her pay grade. Employee A is also given a 1% lump sum award for a total award of 4%.)
5. Grant employees are eligible for merit increases only if the funds are available in the grant or Commissioners Court approves additional funding for grant employees. Grant funds which pay for salary increases may not be used for employees not funded by the specific grant.
6. Departments with several budgets such as Health and Human Services, may combine merit allocations or lump sum allocations for all non-grant budgets and make department-wide allocation decisions.
7. Funds allocated for eligible employees listed on the Merit/Lump Sum Award Worksheets who terminate employment or become otherwise ineligible prior to the award, shall be available for distribution to the remaining eligible department employees in the pool.
8. Funds allocated for eligible employees listed on the Lump Sum Award Worksheets who terminate after the initial lump sum distribution, may not be redistributed to the remaining employees in the pool. Those employees who receive lump sum awards must be actively

employed and at or over the maximum of the salary range at the time of both disbursements.

9. Funds allocated for merit increases may be transferred to the lump sum pool. However, funds for lump sum awards may not be transferred to the merit pool.
10. Personnel actions court approve after November 22nd will not affect the Merit/Lump Sum Award Worksheets.
11. The Elected Official/Department Head has the discretion to hold a merit pay award from employee whose performance has not met or exceeded expectations. This award may **not** be retroactive to the original merit award date. (Example: An employee has been employed for two (2) months. A three percent (3%) merit award is held until employee passes the probationary period of six months. The employee meets the department expectations and is awarded the merit pay, which will be effective beginning the first full pay period following the award.
Note: If the employee does not meet expectation, the merit award is forfeited and cannot be given to another employee.
12. Merit/Lump Sum Award Worksheets will be generated by the Auditor's Office and distributed to the departments, along with the merit/lump sum awards rules. The estimated date for distribution of worksheets (s) is December 6.
13. Departments must return the merit pay worksheets to the Auditor's Office no later than January 3, 2020 by 4:00pm in order to be processed for the February 7th Effective date.

Note: According to the Auditor's Office, late submissions will be effective on the first of the pay period beginning five (5) days after submission of the signed worksheet and will not be paid retroactively. It is critical that all merit pay information be completed and returned as early as possible to allow for corrections or adjustments.