

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

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PILOT EMPLOYEE PERFORMANCE INCENTIVE PROGRAM (EPIP)	C-15	1 of 2

RESCINDED: Board Policy C-15 no longer operative)
(Per Minute Order 3.3 of 04/10/07)

GOAL:

To provide individual monetary awards/recognition for those employees whose performance is demonstrably outstanding.

CRITERIA:

1. The employee(s) propose procedures or ideas which hereafter have been adopted and which will result in eliminating or reducing expenditures or improving operations; provided; such proposals are placed in effect; or
2. The employee(s) by their superior accomplishments, make exceptional contributions to the efficiency, economy or other Improvement in the operations of the agency/department; or
3. The employee(s) perform special acts or special services in the public interest.

ADMINISTRATION:

1. Each Agency/Department Head (of departments in the pilot program) has complete discretion to award a specific amount of money to individual employees, in accordance with procedures and criteria proposed by the agency/department and approved by the Board of Supervisors.
2. Funds for the performance incentive are derived from total Appropriations for each cost center of the agency/department, but may not exceed one-quarter of one percent (0.25%) of the Object 5, Sub-object 101 appropriation. Exception: Funds for the performance incentive for the Department of Public Social Services may not exceed .45% of Object 5, Sub-object 101 appropriation. There is no obligation that the entire amount authorized be awarded.
3. Any regular employee in a permanent status may receive one award during the term of the pilot program.

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4. An incentive award for an individual employee may be from \$100 to \$500.
5. Authorization for payment of the incentive will be submitted by the Agency/Department Head on forms provided, to the Auditor/Controller, Human Resources Department, and Executive Office.
Forms will include the name(s), classification(s), amount(s), and justification for the award.
6. In January, each Agency/Department head is required to submit a progress report on the pilot program to the Board of Supervisors, through the Executive Office.

EXEMPTIONS:

Agency/Department Heads are exempted from receiving awards.

CONDITIONS:

The Agency/Department Head's decision(s) in this pilot program are not subject to the Grievance Procedure or any other appeal procedure.

Reference:

- Minute Order 3.8 of 07/19/83
- Minute Order 3.27 of 04/24/84
- Minute Order 3.3 of 04/10/07