

REV--Retention Program

Implementation

Date: July 1, 2001; **Revision Effective January 1, 2003**

Amount of

Increase: 3% salary increase for 5 or 10 years
6% salary increase for 15, 20, 25, 30, etc. years

Frequency: Every 5 years, based on adjusted longevity date

Description: This program reinforces the importance of retaining employees, their skills, and their knowledge of the County and recognizes them for a job well done. Employees will receive a salary increase for 5, 10, 15, etc. years of service, based on their adjusted longevity date.

To be eligible for the program, the employee must “meet expectations” on the overall rating of each of their previous two annual appraisals. If one of the previous two appraisals was “marginal,” the employee’s eligibility date will be offset by one (1) year. If the next annual appraisal “meets expectations,” the employee will receive their REV increase. If it does not, the employee, if still employed by the County, will forfeit their REV increase and will have to wait until their next regularly scheduled REV.

At the time this program goes into effect, the adjusted longevity date for any former County employee who is **rehired** will be the same as their rehire date. This longevity date will ensure that the employee is with the County for five consecutive years before becoming eligible for the Retention Program.

Conditions for

Eligibility:

The employee may not be on annual performance appraisal probation. If the employee is on such probation, the increase will be put off for one year for that particular REV. If the employee is not eligible after one year and is still employed by the County, s/he will forfeit their REV increase and will have to wait until their next regularly scheduled REV.

No elected or appointed official is included in this plan, although their employees are eligible.

SKILL/COMPETENCY BASED PAY PROGRAM

- Effective Date:** July, 2002 (Pilot Projects)
As implemented and budgeted for all other position classifications
- Salary Increase:** 3% from Basic Level to Level A
3% from Level A to Level B
- Frequency:** As earned
- Description:** Many of the skills that employees develop beyond the boundaries of their job benefit their department and the County greatly. The Skill/Competency Based Pay Program provides an opportunity for employees to grow in their current position when they develop additional job-related skills/competencies.
- All employees are hired at the Basic Level of their pay grade. Upon demonstrated competency of the agreed-upon additional skills criteria, the employee can move from the Basic Level to Level A (3% salary increase) or Level A to Level B (3% salary increase).
- Additional skills and competencies must be significant as well as relevant and important to the employee's department or to the County as a whole. Competency must be demonstrated (e.g., certifications, licensing exams, competency tests, supervisor observations), and skills/certification must be maintained. Employees who allow a certification to lapse, do not perform tasks for which they are cross-trained, etc. will receive a salary decrease to the previous pay level.
- Employees will work with their supervisors/department heads to determine the skills criteria which they wish to develop. Upon demonstration that the knowledge, skills, and abilities for the approved skills criteria have been achieved, a completed form (with the appropriate justification/documentation attached) will be submitted for the pay increase.
- Conditions for Eligibility:** The employee must complete new hire probation and may not be on annual performance review probation or disciplinary probation. S/he must have a rating of at least A meets expectations@ on all major items of their last (current) Annual Employee Performance Appraisal Rating Sheet.
- The employee must remain at a level for at least a year before being eligible to advance to the next level and cannot receive a second increase for the same knowledge, skills, or abilities for which they already are paid.
- No elected or appointed official is included in this plan, although their employees are eligible.

STAR (Strive To Achieve Rewards) Program

Effective Date: October 1, 2000; **Revision Effective January 1, 2003**

Amount of Bonus: Minimum of \$500 gross; maximum of \$2,000 gross; \$250 gross increments. **Note:** The amount of award may be adjusted as needed to reflect budgetary appropriations for the program.

Frequency: One time annual award, as earned.

Description: The success of Charleston County Government depends on employee satisfaction and motivation to improve performance. To achieve this goal, the STAR program will link specific, measurable job performance criteria to a pay bonus award.

Awards are based on achievement of STAR goals (established during the annual performance appraisal process) **OR** STAR projects. A STAR goal is something measurable that an employee can achieve through their creativity, innovation, and/or personal investment and complete over and above their everyday job requirements within the annual appraisal period. The goal must be consistent with department/County missions and **substantially** improve quality, increase productivity, save money, etc. If accomplished, the employee will be eligible to be considered for a reward. At the time the goal is set, a time frame and clear measurement standards are established.

Bonus awards may also be based on the outstanding achievement of a specific project, which is **in addition** to satisfactory performance of regular job duties. The difference between a STAR goal and project is that a STAR goal is planned and approved during the annual appraisal process and a STAR project "pops up" because of a need that was previously unforeseen. Team goals and projects are encouraged, when appropriate.

Achievement is measured during the annual performance appraisal process. The award will be based on whether the goal was accomplished, the worth of the achievement, and the goal's value to the organization. A justification statement documenting the achievement must be provided and approved by the appropriate Management Team Member or elected/appointed official. Employees who meet the established criteria will receive their bonus awards in December or January. Payout for STAR Projects may be made at the time the project is completed.

Conditions for Eligibility:

The employee must be employed by Charleston County Government for at least one FULL year and may not be on annual performance review probation or disciplinary probation. The employee must have an overall rating of at least "meets expectations" as defined on the Employee Performance Appraisal Rating Sheet.

An employee may receive no more than one bonus award in a year and cannot receive a bonus and Sustained Superior Performance award in one year. **Note:** No bonus will be paid to a person who has left employment with the County.

No elected or appointed official is included in this plan, although their employees are eligible.

Results Achieved:

Overall rating of "meets expectations" on annual performance appraisal? Yes _____ No _____

Bonus Recommended? Yes _____ No _____

Justification Statement: (If additional space is required, please attach separate sheet.)

Approvals for Bonus Award

Supervisor's Signature _____	Bonus Amount _____	Date _____
Department Head's Signature _____	Bonus Amount _____	Date _____
Administrative Management Team Member/Elected or Appointed Official's Signature _____	Bonus Amount _____	Date _____

Please submit this completed form to the Human Resources Department for the employee's file. A recap form signed by the County Administrator will be sent to the Controller's Office for processing.

09/14/01

STAR--Sustained Superior Performance Program

Effective Date: January, 2003

Salary Increase: 3%

Frequency: Every three years, as earned.

Description: Sustained Superior Performance is a part of the STAR (Strive To Achieve Rewards) Program.

Employees who receive a STAR bonus award the previous two years and qualify again at the third year will receive a Sustained Superior Performance salary increase in the third year (instead of a bonus). The next year, they will go back to qualifying for a bonus increase. The bar of expectations will be raised for future bonuses.

A justification statement documenting the Sustained Superior Performance achievement must be provided and approved by the appropriate Management Team member or elected/appointed official.

The Sustained Superior Performance salary increase will take effect the first full pay period in January after the employee qualifies for the reward.

Conditions for Eligibility:

The employee may not be on annual performance review probation or disciplinary probation. S/he must have an overall rating of at least "meets expectations" as defined on the Employee Performance Appraisal Rating Sheet.

An employee cannot receive a bonus and Sustained Superior Performance award in one year.

No elected or appointed official is included in this plan, although their employees are eligible.