



LINN COUNTY EXCEPTIONAL CONTRIBUTION PROGRAM

PURPOSE:

To provide discretionary compensation to eligible employees as a special recognition and reward for exceptional performance, substantial contribution and significant accomplishments above and beyond regular and expected work performance and responsibilities.

ELIGIBILITY: Must meet all criteria for eligibility.

1. Member of the non-bargaining group of Linn County Iowa including appointed personnel/deputies of elected officials.
2. Elected officials are not eligible.
3. At least 75% FTE (minimum of a 30 hour per week schedule).
4. Active Linn County employee for a continuous 12-month period and at the time of award.
5. No formal disciplinary actions for the previous 12 months.
6. Must have received a "successful" performance rating for the most recent performance period.
7. May not be rewarded twice for the same achievement.

APPROPRIATE USE OF EXCEPTIONAL CONTRIBUTION COMPENSATION (The following examples are not all-inclusive):

- Successful completion of major and significant projects, programs and initiatives that specifically support, on an exceptional basis, mission-critical County initiatives identified for the current year, adopted budget, or strategic plan.
- Significant cost savings/efficiencies/revenue generating opportunities beyond normal expectations.
- Extraordinary contribution and effort during critical, crisis and emergency situations.
- Consistent expansion of the scope and level of job beyond expected job growth and regularly assigned duties.

INAPPROPRIATE USE OF EXCEPTIONAL CONTRIBUTION COMPENSATION (The following examples are not all-inclusive):

- Recognition of long-term service or commitment.
- Performance within normal and reasonable expectations of the job recognizing that ongoing growth within the job based on experience and continuous learning is a normal expectation.

Effective Date: July 23, 2021

Revised Date: August 25, 2022

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- Completion of required career goals, certifications, or education.
- Effort without significant success, impact and contribution to the organization.
- Personal attributes of an employee.

FUNDING:

As approved each year by the Board of Supervisors, a pool of funds to be determined annually will be allocated to this program. The budgetary objective of the program is for the funds allocated to not exceed the annual budget; however, once all funds have been paid during the year, additional funds may be requested by the committee to the Board of Supervisors. There is no guarantee of funding of this program from year to year nor is any employee guaranteed exceptional contribution compensation.

DISCRETIONARY COMPENSATION AMOUNTS:

Amounts may range from \$1,000 to \$5,000 and will be paid as a lump sum, non-add to base payment and will not be benefits bearing in benefit calculations. All exceptional contribution compensation is considered taxable income and will not be grossed up for taxes.

The nominating party may make a specific dollar amount recommendation on the nomination form; however, the committee may adjust any individual award amount before making the final recommendation to the Board. No specific payment amount is assured until approved by the Board of Supervisors.

PROCESS AND GUIDELINES:

Committee: An employee committee consisting of seven (7) non-bargaining employees. An elected official may be included as one of the committee members. Each committee member will be appointed to a 2-year term with the option of continuing service an additional 1 or 2 years. The Human Resources Director will serve as the committee chairperson.

Time Period: The committee will meet annually during the first quarter of the fiscal year to review and determine successful nominations. The nomination period will be opened each year on or after July 1st and remain open until October 1st. The nomination should refer to activity from the preceding fiscal year; however, the activity may also continue into the current fiscal year.

Nominating Parties: Any Linn County employee including Elected Officials may nominate another employee. The nominating party must use Linn County's Exceptional Contribution form obtained from the Human Resources Department or on the Linn County website. Additional documentation may be submitted with the form, however, clarity and conciseness in explanation is encouraged. Please feel free to speak with a committee member for advice on content and measures.

Effective Date: July 1, 2021

Revised Date: August 25, 2022

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Nomination is a confidential process and nominating employees are encouraged to use discretion when making a nomination until the award is announced.

Department Responsibility: Department Directors will assume responsibility for forwarding the nomination to the committee and must approve the nomination before the nomination can be submitted to the committee. If an employee has transferred departments, the current and previous Department Director should each approve the nomination.

Committee Process: The Exceptional Contribution committee will determine if the nominated action and employee is in compliance with applicable policies and procedures and the amount of suggested compensation. Personal representation by the nominating party to the committee is not allowed. Based on the number of valid nominations, the committee may make judgments regarding the relative merit of the nominations and compensation will be paid to the highest priority nominations determined for award within the limits of the available budget including any request for additional funds if approved by the Board of Supervisors.

A simple majority of the committee must approve the nomination for compensation. A committee member must recuse him/herself if the nominated party is a current, direct subordinate or an immediate family member.

The decision of the committee is final; however, a similar nomination of the same employee and activity may be resubmitted during the next fiscal year as long as the nominating party provides additional and/or expanded information and rationale supporting the nomination.

Nominating parties will be notified of the result by the Chairperson or their designee.

The committee will submit the request for exceptional contribution compensation to the Board of Supervisors through the Human Resources Director (Chairperson). No payment is guaranteed until approved by the Board.

Employee Recognition: Successful nominations will be recognized at Linn County's Employee Recognition Breakfast and in the Human Resources Department newsletter publication.

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Revised Date: August 25, 2022