



City of Santa Fe, New Mexico

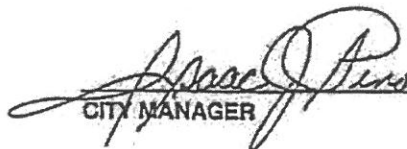
ADMINISTRATIVE MANUAL

GENERAL PERSONNEL POLICY

INCENTIVE PAY POLICY

- PURPOSE:** The purpose of this policy is to provide guidelines for awarding monthly incentive pay to eligible employees.
- EXEMPTIONS:** Department and Division Directors are not eligible for consideration.
- CRITERIA:** Before making a recommendation to the City Manager to approve a request for incentive pay, several items must be considered by Department and Division Directors. The following combination of factors must all be present to qualify for incentive pay:
- There must be a demonstrated, consistent cost savings to the City;
 - It must be demonstrated that the individual is performing essential duties not included in his/her job description;
 - Essential duties performed outside the individual's job description must be in addition to regular duties and not in lieu of; and
 - Improved or enhanced customer service must be demonstrated.
- PROCEDURES:** Departments requesting incentive pay shall submit a memo to the City Manager through the Personnel Director addressing the criteria listed above. Estimated costs must also be included.
- The Department and Division Director shall consider requests based on how well each meets the criteria listed in this policy, and the Department Director shall make a recommendation to the Personnel Director. The Personnel Director will then make a recommendation to the City Manager based on how well the request meets the criteria. The City Manager shall consider the recommendation and determine fiscal impact and available funds.
- APPROVAL:** If the request is approved by the City Manager, he/she shall then make a recommendation to the City Finance Committee, for final approval by the City Council.
- IMPLEMENTATION:** Payment will be made as a dollar amount, not added to base pay, to be paid on a bi-weekly basis. Incentive pay is to be included when calculating overtime for job classifications covered by the Fair Labor Standards Act (FLSA).
- EFFECTIVE DATE:** The policy shall become effective on the approval date below, and its implementation shall be reviewed annually. It may be rescinded or revised at the discretion of the City Manager.

APPROVED:


CITY MANAGER

April 13, 1992
DATE