



INCENTIVE COMPENSATION

I. PURPOSE

To allow for the use of incentive compensation, where it is appropriate to do so, and subject to financial and operating restraints.

II. SCOPE

This policy applies to all City employees.

III. POLICY

The City will consider use of incentive compensation to motivate employees to achieve targeted performance goals. In general, the City's incentive compensation program is designed to reward continuous improvements in performance levels. The Human Resources Department handles administration of the program.

IV. DEFINITIONS

A. Incentive Compensation

At risk, non-recurring compensation paid to employees, at the City's discretion, for achieving targeted performance goals.

V. PROCEDURE

The City reserves the right to change, modify, or cancel any employee incentive plan at any time. Each year, the City will review incentive compensation program designs, revising them as necessary to achieve the purposes of this policy.

The interpretation and implementation of this policy is assigned to the Human Resources department who will coordinate the publication of further procedures and guidelines as required.



Departments shall not pay an incentive valued at more than one hundred (\$100) to an employee without prior City Manager approval. The Human Resources department will coordinate approval, including a review by Finance to ensure that funds are available.