

STATE OF VERMONT  
AGENCY OF HUMAN SERVICES  
DEPARTMENT OF CORRECTIONS

Policy: 116

Subject: Meritorious Pay Increase  
Effective Date: February 7, 1986 Review and Re-Issue Date:  
Supersedes: 5/17/85 APA Rule Number:

1. Authority:

2. Purpose:

2.1 PURPOSE

2.1.1 It is the purpose of this policy to set forth the process which will be followed at any time there is a pay increase in recognition of an employee's outstanding performance. This process will be in accordance with the Agreements between the State of Vermont and the Vermont State Employees' Association, Inc.

3. Applicability/Accessibility

3.1

4. Policy

4.1 INTRODUCTION

4.1.1 It is the policy of the Department of Corrections to recognize outstanding performance of its employees. One process available for such recognitions is the opportunity for awarding meritorious pay increases. Such awards may be in two forms: (1) non-recurring bonus, and (2) an increase in base pay.

4.2 PROCESS

RESPONSIBILITY

Supervisor (Rating The Employee)

ACTION

Initiates all requests for meritorious pay increase.

**Policy 116 Meritorious Pay Increase**

	Forwards meritorious pay request packets to his/her Facility Superintendent/District Manager.
Superintendent/District Manager	Review, comment, and forward meritorious pay increase package to the chairperson of the Meritorious Increase Committee within five business days of receipt.
Chairperson of the Meritorious Increase Committee	Reviews all meritorious pay increase packets for the inclusion of: <ol style="list-style-type: none"><li>1. Base information and comments form,</li><li>2. Current evaluation. Forwards to the appropriate Division Director for review.</li></ol>
Director	Review, comment, and return to the chairperson of the Meritorious Increase Committee within three work days of receipt.
Chairperson of the Meritorious Increase Committee	Schedules a meeting of Meritorious within ten work Committee days of receipt of meritorious pay increase package from the appropriate Director.
Meritorious Review Committee	Acts on and forwards, with a recommendation, to the Commissioner.  In the event the Meritorious Review Committee intends to either disapprove or recommend a lower than requested amount or modify the request, e.g., a non-recurring as opposed to recurring, then the appropriate Division Director and Superintendent or District Manager will be so advised. They will then be afforded the opportunity to either present additional Meritorious Review information through written documentation and/or be allowed to meet with the Meritorious Review Committee prior to a recommendation being made to the Commissioner.
Commissioner	Will act on all requests submitted by the Meritorious Review Committee within five work days.

If request is approved, he will ensure it is forwarded through the proper channels.

If disapproved, the request returns to the Superintendent or District Manager from where it originated, along with the reason why it was disapproved.

### **4.3 POLICY**

**4.3.1** This policy incorporates, by reference, Agency of Human Services Bulletin No. 4.4, dated September 7, 1984, and its requirements.

**4.3.2** Department of Corrections managers are hereby encouraged to utilize the meritorious pay increase policy as a means of motivating employees by recognizing monetarily outstanding job performance. Outstanding job performance can be categorized as either short-term task, specific long-term exceptional performance, or for a service and/or idea that saves the Department or State either a significant amount of time, manpower, or money. The latter category of recognition is generally meant to be recognized by a onetime, non-recurring bonus. Generally speaking, it is anticipated that short-term task specific job performance will be rewarded through the use of small, non-recurring bonuses, \$50 - \$500, and that long-term exceptional performance will be rewarded through the use of either non-recurring bonuses or base pay increases, depending upon the circumstances.

**4.3.3** In these instances where short-term specific performance warrants a financial reward, managers are encouraged to act promptly in recommending such awards. All such awards, non-recurring bonuses and base pay increases, must comply with the requirements of grid criteria described in Bulletin No. 4.4.

**4.3.4** Managers, in recommending awards, must be aware of the impact of such awards on their operating budgets, present and future. Each manager is encouraged to make every effort to maximize the use of the small (\$50 - \$100) non-recurring bonus as a motivational tool, awarding them to several qualified persons each year. The budgetary impact will be small and the motivational impact great.

### **4.4 ATTACHMENTS**

**4.4.1** Meritorious Pay Increase Information and Comments Form

**Policy 116 Meritorious Pay Increase**

4.4.2 Agency of Human Services Bulletin 4.4, dated September 24, 1984

**5. Training Method**

5.1

**6. Quality Assurance Processes**

6.1

**7. Financial Impact:**

7.1

**8. References**

**9. Responsible Director and Draft Participants**