

STATE OF VERMONT
AGENCY OF HUMAN SERVICES

1. PURPOSE

To develop Agency criteria to implement the current labor contract. The Agency wishes to encourage and reward employees who achieve performance levels substantially above established standards. Such achievement should be clearly recognized by peers and supervisors as being meritorious.

This policy is not to be construed as establishing automatic or mandatory increases for attainment of certain numerical scores on performance evaluations.

Departments and offices may establish internal procedures providing they stay within the framework of this policy and the labor contract.

2. PROCEDURE

(1) Commissioners and Office Heads will appoint a committee of three to review meritorious nominations.

(2) In most cases requests should be initiated and developed by the supervisor responsible for rating the employee and in all cases, must be reviewed and commented on by the immediate supervisor. The supervisor will present the request to the department/office committee.

(3) Meritorious increases should not be approved unless performance and requested increases meet the grid criteria (see Attachment 1). All requests approved by department/office committees will be sent to the Agency's Central Office Committee for review and approval. You will be notified of those requests requiring presentation before the Agency's Central Office Committee.

(4) All nominations approved within the Agency are further subject to approval of the Commissioner of Personnel before becoming effective.

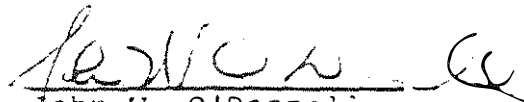
3. LIMITATIONS

(1) This policy is intended to be enabling and such should be not construed to automatically result in increases for certain levels of performance even though they might fit the grid criteria.

(2) It may be necessary to establish dollar limits on the program. If so, the Secretary's Office would determine a department/office budget for the program. Cumulative increases would have to be limited to the budgeted amount.

(3) Nominations will not be reviewed if initiated by an employee and in no case should nominations be discussed with the subject employee at any step of the process until the Commissioner of Personnel grants final approval.

(4) In addition to Agency imposed changes, this policy is subject to limitations imposed by the Agency of Administration and future labor contract agreements.


John W. O'Donnell
Secretary of Human Services

Revised September 7, 1984