

**CITY OF REDMOND  
RESOLUTION NO. 1440**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, AMENDING THE MERIT MATRIX GUIDELINES ADOPTED BY RESOLUTION NO. 1063 AND AMENDED BY RESOLUTION NO. 1142, MAKING THE MERIT MATRIX GUIDELINES PART OF THE CITY'S PERSONNEL MANUAL, PROVIDING FOR APPLICATION OF THE MERIT MATRIX GUIDELINES TO ALL NON-UNION CITY EMPLOYEES AND TO THOSE UNION EMPLOYEES THAT HAVE AGREED TO THE MERIT MATRIX GUIDELINES THROUGH A COLLECTIVE BARGAINING AGREEMENT, AND ESTABLISHING AN EFFECTIVE DATE OF JANUARY 1, 2016

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WHEREAS, Resolution No. 1063, passed by the Redmond City Council on January 6, 1998, adopted Merit Matrix Guidelines to be used in making merit-based compensation decisions regarding non-union employees, and such union employees who agreed to the guidelines through a collective bargaining agreement; and

WHEREAS, Resolution No. 1142, passed by the Redmond City Council on February 5, 2002, amended the Merit Matrix Guidelines to read as set forth in Exhibit D to the said resolution; and

WHEREAS, the Mayor and Human Resources Director have recommended that the Merit Matrix Guidelines be amended and have negotiated amendments to collective bargaining agreements for most represented City employees agreeing to use of the amended guidelines; and

WHEREAS, the Mayor and Human Resources Director have also recommended amending the City's Personnel Manual to incorporate the Merit Matrix Guidelines for ease of reference.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1.      Merit Matrix Guidelines Amended.      The Merit Matrix Guidelines adopted by Resolution No. 1063 and amended by Resolution No. 1142 are hereby further amended to read as set forth on Exhibit 1 attached to this resolution and incorporated herein by this reference as of set forth in full.

Section 2.      Incorporation into Personnel Manual.      The amended Merit Matrix Guidelines adopted by this resolution shall be incorporated into the Redmond Personnel Manual at an appropriate location to be determined by the Mayor and Human Resources Director. As part of the Personnel Manual, the Merit Matrix Guidelines may be hereafter amended in the same manner as other provisions of the Personnel Manual.

Section 3.      Application.      The amended Merit Matrix Guidelines adopted by this resolution shall apply to all non-union employees, as well as to any employees covered by collective bargaining agreements if and when agreed to through collective bargaining. The Merit Matrix Guidelines shall not apply to employees covered by collective bargaining agreements

where the Guidelines have not been agreed to through the collective bargaining process.

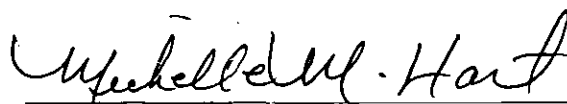
Section 4.      Effective Date.      This resolution shall take effect January 1, 2016.

ADOPTED by the Redmond City Council this 1st day of December, 2015.

APPROVED:

  
JOHN MARCHIONE, MAYOR

ATTEST:

  
MICHELLE M. HART, MMC, CITY CLERK

FILED WITH THE CITY CLERK:      November 17, 2015 .  
PASSED BY THE CITY COUNCIL:      December 1, 2015  
RESOLUTION NO:      1440

YES: ALLEN, CARSON, FLYNN, MARGESON, MYERS, SHUTZ, STILIN

### **Merit Matrix Guidelines**

Merit pay: Employees are eligible for merit pay increases on their pay anniversary date. Merit pay is based on the individual employee's job performance. A performance appraisal is required to support a merit pay increase. During the performance appraisal, the employee will be evaluated on a four point scale utilizing the City's Employee Performance Appraisal Form. Point splitting is not permitted. That is, the supervisor may not issue scores such as, for example, a 2 ½ or a 2.8. Instead, for each performance criteria, the supervisor must give the employee one of the following scores:

- 1 - Does not meet standards;
- 2 – Meets standards;
- 3 – Exceeds standards; or
- 4 – Distinguished.

After all performance criteria have been scored, the scores are totaled and then divided by the total number of performance criteria to determine the average overall score. The average overall score will be used to determine the employee's merit pay increase as set forth below:

<u>Average overall score</u>	<u>Amount of increase</u>
1.00-1.99	No increase
2.00-2.59	2% increase
2.60-3.19	3% increase
3.20-3.69	4% increase
3.70-4.00	5% increase

Merit pay increases will be retroactive to the employee's pay anniversary date.

Supervisors shall provide a six month performance evaluation check-in with employees to advise them where they fall generally in terms of their performance score and to provide information to the employee on how they may improve their overall performance.

In the event the employee's current base rate of pay is lower than the top of the pay range, any merit pay increase will be added to the employee's base rate of pay. If the employee's merit pay increase is larger than the difference between the employee's current base rate of pay and the top of the pay range, the employee's base rate of pay will be increased to the top of the pay range and the balance of the merit pay award will be issued by the City as a lump sum. Finally, if the employee's current base rate of pay is already at the top of the pay range, the amount of the merit pay award will be issued by the City as a lump sum payment.

In the event an employee receives an average overall score between 1.0-1.99 and therefore receives no merit pay increase, the employee's supervisor is required to develop a written performance improvement plan, provide the written plan to the employee, and forward a copy to the Human Resources Department.