

Chapter 39

Issue 2 04/14/2025

SUBJECT: MERITORIOUS SALARY INCREASE

I. PURPOSE

To establish a consistent and equitable process for Meritorious Salary Increases in accordance with the City's Personnel Rules.

II. SCOPE

This policy applies to all City departments and employees. In cases where any provision of this policy conflicts with an approved Memorandum of Understanding (MOU) between the City and a recognized employee organization, the MOU shall take precedence. Any exceptions to this policy shall require approval from the City Manager.

III. AMENDMENTS

This policy may be amended by the City Manager.

IV. DEFINITION

A Meritorious Salary Increase is a discretionary, non-regular salary adjustment awarded to an employee who has consistently demonstrated performance significantly exceeding the expectations of their position over a sustained period of time.

V. GUIDELINES

- A. Meritorious Salary Increase requests may be submitted at any time throughout the year.
- B. Requests must be submitted in memo format and include:
 - A completed and current performance evaluation supporting the employee's exceptional performance.
 - Documentation and justification describing the superior and sustained performance that merits the award.
- C. Performance qualifying for a meritorious increase must demonstrate excellence in the quantity or quality of work well above the expectations of the position, typically observed over a period of **at least six months**.
- D. Requests may be submitted for implementation on or before an employee's



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merit anniversary date.

- E. Requests may be granted with or without a change to the employee's merit review cycle.
- F. Supervisors should maintain documented performance standards to ensure fair, consistent, and measurable evaluation criteria across similarly situated employees. Requests must describe how the employee has exceeded those standards.
- G. Employees currently serving a probationary period are **not** eligible for a Meritorious Salary Increase.

VI. PROCEDURE

- A. The department director must approve the request prior to submission to the City Manager.
- B. Submit the following to the City Manager for consideration:
 - Memo request (see Attachment I – Sample Memo)
 - Completed performance evaluation
 - Any relevant supporting documentation
- C. The City Manager or designee will review the request and may request additional information from the department director.
- D. If the City Manager has approved the request, the department must submit the memo and any applicable documentation to the Human Resources Department for processing.

VII. INTERPRETATION

Questions regarding the interpretation or application of this policy should be directed to the Human Resources Director.

VIII. DEPARTMENTAL RESPONSIBILITY

Each department director is responsible for:

- Informing supervisory staff of this policy
- Ensuring compliance with the procedures outlined herein



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- Issuing any additional internal instructions necessary to implement the policy

Authorized: _____
Dean Albro, City Manager

_____ Date



SAMPLE

ATTACHMENT I

City of
LOMPOC
MEMORANDUM

DATE: [MMMM/DD/YYYY]
TO: [City Manager's Full Name], City Manager
FROM: [Division Head/Supervisor's Name], [Job Title]
SUBJECT: MERITORIOUS INCREASE FOR [EMPLOYEE NAME]

I am respectfully requesting authorization to grant a meritorious salary increase to [Employee Name], who has consistently exceeded performance expectations and demonstrated exceptional dedication to the mission of the [Department Name].

Since assuming their role as [Job Title], [Employee Last Name] has made significant impact on departmental operations. Their ability to manage complex assignments with minimal supervision, while producing accurate and timely results, has greatly enhanced the department's overall efficiency. Noteworthy accomplishments include [briefly list 2-3 major achievements or contributions that have improved workflow, customer service, or compliance].

In addition to routine duties, [Employee Last Name] has willingly taken on new responsibilities, including [mention a specific task or project]. Their initiative has not only contributed to the successful completion of critical projects but also alleviated the workload of higher-level staff, allowing senior team members to focus on broader strategic goals.

[Employee Last Name] consistently demonstrates a high level of professionalism, accountability, and initiative. Their work is characterized by quality, reliability, and a strong attention to detail. Their self-motivation and consistent follow-through have proven instrumental in maintaining the smooth operation of our team.

Based on these outstanding contributions, I am recommending a meritorious increase from step [current step] to step [proposed step] in the [Job Classification Title] salary range. The increase, which represents an approximate [insert %] salary adjustment, appropriately acknowledges [Employee Last Name]'s excellent performance and their strong ongoing value to the department and the City organization.

Please let me know if you require any additional information to support this request.

Approved Not Approved Approved Not Approved

[Department Head Name], [Job Title]

[City Manager's Name], City Manager