



DEPARTMENT OF ENVIRONMENTAL QUALITY
POLICY AND PROCEDURES

SUBJECT: PERFORMANCE PAY FOR SES, SEMAS AND GROUP 4 POSITIONS **Number:** 07-02.05
Date: July 23, 2003 **Page 1 of 2**
Revision: March 30, 2005

<< STATEMENT OF POLICY >>

AUTHORITY: Civil Service Compensation and Fringe Benefit Rule, Chapter 5 and Regulation 5.07.

The Department of Environmental Quality (DEQ), in accordance with the above Civil Service Rule and Civil Service Regulation 5.07, may award performance pay to employees in Senior Executive Service (SES), Senior Executive Management Assistant Service (SEMAS), and Equitable Classification Plan (ECP) Group 4. Performance pay is tied to an employee's achievements, efficiencies, improvements and effectiveness. Any salary adjustment under the pay for performance will be considered at least annually but may occur at six months in the initial year of appointment to these classes. Performance pay is discretionary.

<< PROCEDURE >>

The supervisor of the affected employee schedules and conducts a performance review with the employee. After consideration of the employee's performance, the supervisor makes a recommendation regarding the employee's performance rating and any performance based pay change(s). Pay may be awarded in the form of a bonus payment, an increase in the base pay, or a combination of both. A printed copy of the performance review along with the supervisor's recommended rating and pay rate are submitted to the Director and/or Deputy Director for review and modification, denial, or approval.

Note: Do not provide an overall rating in the HRMN system until approval is received from the Executive Division.

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The Director will submit to the Office of Human Resources (OHR) a document reflecting his approval for performance rating and pay for performance for Group 4 employees. The OHR reviews for accuracy and processes the pay request in the Civil Service electronic Performance Pay system, as approved by the Director, in accordance with Civil Service procedures.

Once confirmation is received from Civil Service, OHR will specifically notify each respective supervisor of the approval and intended processing with a copy to the Executive Division and the affected employee. OHR will process the pay rate change and any gross pay adjustment in accordance with usual pay-related processing.

Approved: _____



Date: _____

4-1-05