<table>
<thead>
<tr>
<th>Program / Practices</th>
<th>Guidelines</th>
<th>Type of Reward</th>
<th>Relation to Pay Practices</th>
</tr>
</thead>
</table>
| Employee Recognition              | Lump sum payment up to $2,000 per fiscal year and up to 5 days leave per leave year for:  
  • Achievements or accomplishments that contribute to the overall objectives of the Department and local government.                                                                                              | Monetary, Non-Monetary and Leave | Independent of and in addition to other pay practices.                                     |
| Service Recognition Award         | Rewards given to recognize an employee for length of County service in 5-year increments.                                                                                                                                                                                       | Non-Monetary                | Independent of and in addition to other pay practices.                                     |
| Employee Suggestions              | Lump sum payment calculated as a percentage of savings generated, or paid leave.                                                                                                                                                                                               | Monetary and Leave          | Independent of and in addition to other pay practices.                                     |
| In-Band Bonuses                   | Lump sum payment up to 10% of base salary per fiscal year in lieu of base pay adjustment for:  
  • Change in duties*  
  • Application of new knowledge/skills/abilities from education, certification, or licensure  
  • Retention  
  • Internal Alignment (bonus with required planning for permanent base pay adjustment)*  
*Where there are current budget constraints, this option allows for transition when agency needs time to develop funding to support base-pay salary adjustment. No In-Band Bonuses allowed for employees at the top of the pay band. | Monetary (Bonus amount applied towards 10% In-Band Adjustment cap per fiscal year) Exceptions to 10% cap may be requested from County Administrator for cases that significantly exceed normal criteria as shown by the pay factors. | Substitutes for In-Band Adjustments (base pay changes)                                                                 |

All salary actions require the consideration of the following pay factors:

1. Department Business Need  
2. Work Experience & Education  
3. Internal Salary Alignment  
4. Total Compensation  
5. Duties & Responsibilities  
6. Knowledge, Skills & Abilities  
7. Market Availability  
8. Budget Implications  
9. Performance  
10. Training, Certification, Licenses  
11. Salary Reference Data  
12. Current Salary