

<b>Non-Base Pay Options</b>			
<b>Program / Practices</b>	<b>Guidelines</b>	<b>Type of Reward</b>	<b>Relation to Pay Practices</b>
Employee Recognition	Lump sum payment up to \$2,000 per fiscal year and up to 5 days leave per leave year for: <ul style="list-style-type: none"> <li>Achievements or accomplishments that contribute to the overall objectives of the Department and local government.</li> </ul>	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: <ul style="list-style-type: none"> <li>Change in duties*</li> <li>Application of new knowledge/skills/abilities from education, certification, or licensure</li> <li>Retention</li> <li>Internal Alignment (bonus with required planning for permanent base pay adjustment)*</li> </ul> *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:

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|------------------------------|---------------------------------------|------------------------------|------------------------|
| 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     |