

ARTICLE II. LUMP SUM BONUS PAYMENT PROGRAM

Sec. 82-31. Intent of article.

It is the intent of this article to provide a lump sum employee bonus payment program to provide employee work incentives for future rather than past performance which exceeds the standards of the employee's position and which serves the interest of the public.

(Ord. No. 2003-30, § 2, 12-18-2003)

Sec. 82-32. Compensation.

Lump sum bonus payment compensation may be made in any fiscal year based upon recommendation made by the county manager and approval by the board. The county manager must recommend the utilization of the program during the annual budget preparation process, including the classes of county employees affected and range of lump sum bonus payments to the included employees.

(Ord. No. 2003-30, § 3, 12-18-2003)

Sec. 82-33. Criteria for bonus payment.

The criteria for approval and bonus payment shall be as follows:

- (1) The bonus payments awarded shall not be included in the employee's base rate of pay and may not be carried forward in subsequent years.
- (2) Bonus payments may only be recommended for and awarded to employees whose performance exceeds standards based upon their most recent employee evaluations.
- (3) Bonus payments may not be awarded to employees who have not completed the applicable probationary period of service to the county at the date of bonus determination.
- (4) Funding for equivalent bonus payments to employees of the clerk of circuit court, property appraiser, sheriff's office, supervisor of elections, and tax collector may be made to those officers in lump sum amounts. However, in compliance with this policy, these funds will not constitute recurring funds for the purpose of computing budgetary allocations in ensuing years.

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- (5) The lump sum bonus program payments shall not supplement or modify the terms of any salary contracts maintained by the board with its employees.
 - (6) No payment shall be made for services already performed and for which the employee has been compensated, unless there is a preexisting contract making bonus payment part of the salary of that employee. The payment shall not be compensation for past performance.

(Ord. No. 2003-30, § 4, 12-18-2003)