

City of Los Alamitos

Administrative Regulation

Regulation:	4.6	
Title:	Accelerated Merit Increase Policy	
Authority:	City Manager	
Date:	June 23, 2016	City Manager
Revised:		

1. Purpose: The purpose of this regulation is to document the policy governing accelerated merit increases to reward employees who demonstrate outstanding performance during a performance period by granting them an accelerated merit step increase.

2. Application: This Policy applies to full-time and part-time employees.

3. Regulation:

The City of Los Alamitos recognizes the need to accelerate merit step increases for employees who demonstrate outstanding performance during a performance period.

Accelerated merit step increases shall be recommended by the Department Director and shall be subject to the approval of the City Manager or designee. To be considered for an accelerated increase, the employee's performance evaluation shall exhibit overall performance of "Outstanding". The Department Director must approve an accelerated increase prior to the recommended step increase being presented to the employee. There are two types of accelerated merit increases.

A. Accelerated Merit, Two (2) Step, Increase:

A department may recommend a two-step increase for an employee as the result of their regular annual performance evaluation.

B. Accelerated Step Increase Date:

A department may recommend accelerating an employee's salary prior to the employee's scheduled annual performance evaluation date.

The justification for an accelerated merit increase should be outlined in the performance evaluation, which should include specific examples of how the employee's work performance is consistently well above expectations for the position and contributions exceed those of an experienced, capable employee.