

SUBJECT: Improved use of pay-for-performance

DATE ADOPTED BY ADVISORY GROUP: November 23, 2009

COMMISSION ACTION: \_\_\_\_\_ DATE: \_\_\_\_\_

**RECOMMENDATION:** The Department of State Civil Service should encourage state agencies to take full advantage of existing special pay and rewards and recognition policies to provide employees with both monetary and nonmonetary rewards for outstanding performance. This should take place in conjunction with the implementation of the new annual pay increase system based upon the employee's annual performance review. Where the department perceives an agency to be underutilizing these tools, the department should contact the agency directly to schedule a discussion about the appropriate use of special pay, rewards and recognition, and pay-for-performance options.

Summary Description/Nature of Change	Key/Implementation Responsibilities	Need	Action Needed	Benefit/Saving	Done/ Study
<p>The Department of State Civil Service should encourage state agencies to take full advantage of existing special pay and rewards and recognition policies to provide employees with both monetary and nonmonetary rewards for outstanding performance. This should take place in conjunction with the implementation of the new annual pay increase system based upon the employee's annual performance review. Where the department perceives an agency to be underutilizing these tools, the department should contact the agency directly to schedule a discussion about the appropriate use of special pay, rewards and recognition, and pay-for-performance options.</p>	<p>Department of State Civil Service; agencies</p>	<p>To provide optimal utilization of the various forms of monetary and nonmonetary rewards available for agencies to recognize employees' performance.</p>	<p>Department assessment; agency actions</p>	<p>Assures that all choices for employee reward or recognition are considered by the employee's agency.</p>	