

RESOLUTION FOR THE MINUTES

A RESOLUTION to amend the *Administrative Manual – By-Laws, Management and Personnel* by revising the schedule and criteria for administering annual performance increases.

WHEREAS, section 5.6 G.1. of the *Administrative Manual – By-Laws, Management and Personnel* (“*Manual*”) currently provides for an annual performance rating period that runs from November 1 through October 31, with performance increases as appropriate, based on the Commission’s available financial resources, the employee’s performance rating, and a factor known as the “compa-ratio”, to be effective each year on December 1; and

WHEREAS, the Commission desires to implement a new, work plan goal-setting and employee performance evaluation process utilizing on-line software, and concurrently with this transition, to (a) align the performance rating period with the calendar year running January 1 through December 31; and (b) shift to April 1 the date on which annual salary adjustments for qualifying employees become effective; provided, however, that during the transitional fiscal year running from July 1, 2016 through June 30, 2017, the Commission recognizes that greater flexibility with respect to the dates of any salary adjustments is desirable; and

WHEREAS, clerical corrections and non-substantive revisions to the structure and wording of section 5.6 G.1 are necessary and appropriate to institute the above-described changes; now therefore,

BE IT RESOLVED by the Delaware River Basin Commission:

1. Section 5.6 G.1. of the *Administrative Manual – By-Laws, Management and Personnel* is hereby revised to read as follows:

5.6 G. Performance Evaluation and Compensation Adjustments.

1. *Annual Evaluations and Performance Increases.* An employee performance review shall be conducted annually by the employee’s supervisor for the period running January 1 through December 31, in accordance with a system established by the Executive Director.

Employees who have completed a minimum of eight months of service within the performance year will be eligible to receive an annual performance increase, effective April 1. The Executive Director shall establish a system that will provide for the calculation and distribution of annual performance increases among eligible employees, taking into consideration the available financial resources under the current approved operating budget and the performance rating of the employee. The “compa-ratio” of the employee (defined as the current salary divided by the midpoint of the grade listed in the General Salary Schedule) may also be considered.

The Executive Director shall have the authority to deny an increase for reasonable cause, including but not limited to: misconduct, insubordination,

abuse of sick leave privileges, tardiness, or unsatisfactory performance of the duties and responsibilities of the job assigned, either during or after the performance period.

2. During the fiscal year running from July 1, 2016 through June 30, 2017, during which a transition to the new performance and compensation adjustment schedule is made, the Executive Director shall exercise his discretion with respect to the date(s) of any salary adjustments.

Adopted: June 15, 2016