

Introduced by _____

First Reading _____

Second Reading _____

Ordinance No. _____

Council Bill No. B 355-17

AN ORDINANCE

amending Chapter 19 of the City Code as it relates to employee incentive programs; and fixing the time when this ordinance shall become effective.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. Chapter 19 of the Code of Ordinances of the City of Columbia, Missouri, is hereby amended as follows:

Material to be deleted in ~~strikeout~~; material to be added underlined.

Sec. 19-88. Additional payments.

(a) The city manager may authorize the establishment of employee incentive programs based generally on the following set of criteria and subject to available funding from the city's procurement card rebate program:

- (1) Department level incentive program. The city manager may authorize department heads to provide additional compensation to employees in an amount not to exceed one hundred dollars (\$100.00) based on one (1) or more of the following criteria:
 - a. ~~Consistently demonstrates High Performance—Performance above and beyond what is expected~~ Supports one of the city's core competencies—Full service city, excellent customer service, opportunities for citizens involvement and strong financial management;
 - b. Provides exceptional Customer Service that supports the City of Columbia Service Standards—Responsive, professional, helpful, knowledgeable and friendly;

- c. ~~Successfully assuming additional or advanced responsibilities on a temporary basis~~ Action aligns with the outcome objectives of the city's strategic plan and/or department's goals;
- d. Models one or more of the city's six (6) Core Values—~~Customer service~~ Service, communication, continuous improvement, integrity, teamwork and stewardship;:-
- e. Utilizes Plan Do Study Act (PDSA) as a tool for continuous improvement.

Funds available for this program shall be allocated ~~among the city departments based generally on the number of full time employees in each department~~ at the beginning of the fiscal year to a city-wide pool. No employee shall receive more than one hundred dollars (\$100.00) from the employee's own department under this program in any fiscal year. Department heads may award incentive payments to employees of other departments of up to one hundred dollars (\$100.00) per individual. Department heads should monitor the awards and ensure the reason for the additional compensation is documented.

Based on the same criteria listed above and subject to availability of funds, the city manager is authorized to provide additional compensation to employees. These payments are separate from annual department allocations.

- (2) Major cost savings incentive program. This program is designed specifically for actions or suggestions that provide a major cost savings to the city. Department heads will forward nominees to a committee, established by the city manager, which will make the recommendations to the city manager for approval. The city manager shall establish guidelines for payment amounts based on the level of savings and fiscal impact. Documentation is required to justify the cost savings and employees are eligible for a maximum of one (1) payment per year not to exceed five thousand dollars (\$5,000.00) without the approval of the city council.
- (3) The city manager may establish award programs to encourage job safety and to acknowledge length of city service or other remuneration incentives for effective and productive work and similar considerations.

SECTION 2. This ordinance shall be in full force and effect from and after its passage.

PASSED this _____ day of _____, 2017.

ATTEST:

City Clerk

Mayor and Presiding Officer

APPROVED AS TO FORM:

City Counselor