



601 N. Moapa Valley Boulevard \* Post Office Box 257  
Logandale, Nevada \* 89021  
Telephone (702) 397-6893 \* Facsimile (702) 397-6894

To: Chairman Ken Staton & MVWD Board of Directors  
From: Joseph Davis, General Manager  
Date: May 29, 2019  
Subject: Modification to Section 4.1.1 of the MVWD Personnel Policy Manual

### Background

At the May 23<sup>rd</sup> Board of Director's meeting, Staff was instructed to modify section 4.1.1 of the Moapa Valley Water District Personnel Policy Manual pertaining to the two step merit increase for *employees consistently displaying an outstanding work performance and exceeding expectations.*

Staff proposes the following changes

- 4.1.1 Employees are rewarded for the work they perform at a competitive market salary. Wages for all employees are based on the criteria established in the Board adopted "Class & Compensation Schedule" (Schedule). The Schedule shall include the numeric pay grade, the positions included in within the pay grade, the amount of six month steps an employee can anticipate to reach the top of the pay grade, provided the employee is meeting the position's expectations, and the hourly compensation for the particular step. In the event an employee is consistently displaying an outstanding work performance and is exceeding the expectations for the particular pay grade and step the employee is located, the Department / Division Manager may elect to recommend to the General Manager a two-step increase for the employee. The recommendation shall be a written detailed report and shall be submitted at the time of the employee's annual performance evaluation. The criteria for the recommendation shall include but not limited to: outstanding job performance, attendance, positive attitude, internal customer service, external customer service, safety, obtaining professional certifications that may not be required by the position but is benefiting the District, care and handling of District's equipment and assets and demonstrate the skills necessary accept responsibilities that would not normally be expected of the position's grade and step. Upon review and concurrence of the submitted information, the General Manager shall ~~present the recommendation to the Board of Director's for action.~~ **approve the recommended two-step increase.**

### Suggested Motion

Move to approve the changes to section 4.1.1 of the MVWD Personnel Policy Manual as written.