

**SAN DIEGO POLICE DEPARTMENT
PROCEDURE**

DATE: 10/25/2013
NUMBER: 5.16 – HUMAN RESOURCES
SUBJECT: EXCEPTIONAL MERIT CASH PAYMENT PLAN
RELATED POLICY: [5.16](#)
ORIGINATING DIVISION: HUMAN RESOURCES
NEW PROCEDURE:
PROCEDURAL CHANGE:
SUPERSEDES: DP 5.16 – 03/17/2010

I. PURPOSE

The purpose of this Department procedure is to establish guidelines for selecting eligible employees for cash payment under the exceptional merit cash payment plan.

II. SCOPE

This procedure applies to all civilian members of the Department.

III. BACKGROUND

Administrative Regulation 95.91 establishes procedures for selecting eligible employees for cash payment under the exceptional merit pay plan.

Awards will be given in net amounts of \$250, \$500, \$750, or \$1,000. Only civilian employees are eligible for exceptional merit pay under this procedure. (In no event shall a single employee receive cash awards totaling more than a net amount of \$1,000 in any fiscal year.)

The granting of an exceptional merit cash payment is discretionary on the part of the Chief of Police or his/her designee, and shall not be grievable.

IV. PROCEDURES

A. Criteria

1. Employees must be at “E” step in their job classification. Employees who are not at “E” step, but would otherwise be recommended for an exceptional merit cash payment, should be considered for an exceptional merit increase.
2. Within the units represented by the Municipal Employees Association and Local 127, the Department may grant an exceptional merit cash payment to any employee at “E” step who receives a satisfactory or above rating on his or her most recent performance report.
3. An award of cash for exceptional performance under this procedure shall in no way disqualify an employee from receiving leave with pay for exceptional performance. Likewise, receiving leave with pay for exceptional performance shall in no way disqualify an employee from receiving an award of cash for exceptional performance.
4. Employees nominated must have identifiable and specific accomplishments such as:

- a. Exceptional sustained performance – employees whose performance exceeds the standards for their position to an exceptional degree over a substantial rating period, usually one year, may be nominated for a cash award.

Supervisors must document on the nomination form how the employee's performance has exceeded the performance standards for the employee's class to an exceptional degree.

- b. Exceptional performance on a project or assignment – employees who complete a project, assignment, or set of assignments in an exceptional manner may be nominated for a cash award. Supervisors must document on the nomination form the nature of the project or assignment and in what manner the employee's performance was exceptional in completing the work.

B. Specific Nomination Procedures

1. Supervisors (sergeants and above and equivalent civilian supervisors) will nominate eligible employees by completing the Exceptional Merit Cash Payment Nomination form located in the Department's LAN system. Supervisors must include:

- a. A description of the employee's accomplishments and a statement that explains in what way the employee has been outstanding in relation to others in the same class of employment;
 - 1) Descriptions of accomplishments in the form of work simplification or safety ideas should include an estimate of dollar savings, cost avoidance benefit or increase in revenue, if applicable;
 - 2) Proposed ideas for the Suggestion Awards Program, for which the employee has received or is about to receive payment, should not be considered as primary justification for a merit award; and,
 - b. A recommendation for the amount of the award. (Note: It is this Department's goal to increase the number of \$250 and \$500 awards given to deserving employees so that more personnel can be honored under the program.)
2. Nomination forms must be signed by the appropriate commanding officer and routed to the Assistant Chief of Neighborhood Policing, MS 700-A, before the additional signatures are obtained.
 3. The Assistant Chief of Neighborhood Policing will forward all nominations to the Department's Exceptional Merit Cash Payment Committee. This Committee will review on an as-needed basis all nominations received for appropriateness and to ensure conformance to eligibility criteria.
 4. The Committee consists of the following members:
 - a. Assistant Chief of Neighborhood Policing (Committee Chair);
 - b. Crime Laboratory Manager or designee; and,
 - c. Communications Division Commanding Officer or designee.

On a yearly basis, the membership of this Committee may be reviewed by the Chief's Office. Substitutions or additions to the Committee may be made among supervisory personnel of other divisions having a significant composition of civilian employees.

C. Department-level Recommendations

1. Recommendations for awards in the amounts of \$250 and \$500 will automatically be forwarded by the Exceptional Merit Cash Payment Committee to the Chief's Office, provided the basic eligibility requirements are met and the documentation is adequate.
2. Awards for the amounts of \$750 and \$1,000 must be reviewed and recommended by the Committee before being forwarded to the Chief's Office.
3. Nominations that do not contain adequate justification or explanation of employee performance, regardless of the award amounts, will be returned by the Committee to the originating supervisor for further documentation.
4. The Chief's Office will forward the original to the Auditor's Office for approval and a copy will be filed in the Chief's Office.
5. Upon notification of approval by the Auditor, the Chief's Office will notify the employee's commanding officer who will then inform the immediate supervisor, as applicable, and the employee.