

C. Criteria

1. The granting of a Performance-Based Step Increase for meritorious work performance shall not be arbitrary or capricious, but shall be based on demonstrated evidence of merit and efficiency, which distinguishes the employee who receives the special increase from others. The following are examples of performance possibly warranting a PBSI:
 - a. Sustained outstanding performance as documented by a pattern of outstanding performance appraisals and/or letters of commendation. Factors that may be considered are: *Quality of work, Quantity of work, Leadership, Job skills, Creativity and Commitment.*
 - b. Contributing to the efficiency of the Department through application of innovative ideas or making other significant contributions to the campus.
 - c. Completion of a difficult or intricate special assignment which contributes to the effectiveness or efficiency of the department.
2. This increase may not be used to resolve compensation, classification, time served in position, or selection problems. It shall be granted only for outstanding performance in the current position.
3. Any supervisory level within the Department can initiate the recommendation for a Performance-Based Step Increase.
4. A Performance-Based Step Increase recommendation must be made which will clearly state in writing the justification and demonstrable evidence of outstanding performance and accomplishment.
5. The Chief of Police will review all recommendations presented and make a determination as to the validity of the award. If the Chief concurs with the recommendation, it will be forwarded through the University executive review process for final approval.
6. The recommending supervisor and affected employee shall be notified of the disposition and a copy of the recommendation will be maintained on file.

7. A Performance-Based Step Increase cannot be approved unless the funding is available. The allocation of resources will trigger the review of recommendations.

V. PROCEDURES: Employee recognition (See also Written Directive I-25).

A. Recognition through written commendation.

1. Honors performance of an individual or group from any division or segment of the department, sworn or non-sworn.
2. Includes all employees, no matter length of service, or rank/status.

B. Recommendation.

1. Any employee may submit a written recommendation through the chain-of-command to the Chief of Police. Each step with the supervisory chain may add additional comments in reference the recommendation via separate written memorandum (attaching comments to original recommendation).
2. The recommendation may recognize any member of the department, regardless of assignment.
3. The recommendation may be in relation to:
 - a. willingness to help others;
 - b. personal efforts to approve department;
 - c. problem-solving;
 - d. significant performance of duties;
 - e. interaction with other university or community members; and/or
 - f. positive contributions and efforts in training and development of other employees.
4. A recommendation approved by the Chief of Police will result in a written letter of commendation in the employee's department personnel file (copy to employee and originating source).

VI. APPENDICES. None.