

**SAN DIEGO POLICE DEPARTMENT  
PROCEDURE**

**DATE:** SEPTEMBER 27, 2017

**NUMBER:** 5.16 – HUMAN RESOURCES

**SUBJECT:** EXCEPTIONAL MERIT CASH PAYMENT PLAN

**RELATED POLICY:** 5.16

**ORIGINATING DIVISION:** HUMAN RESOURCES

**NEW PROCEDURE:**

**PROCEDURAL CHANGE:**  **EXTENSIVE CHANGES**

**SUPERSEDES:** DP 5.16 – 10/25/2013

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**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 subject to grievance.

#### IV. PROCEDURES

##### A. Criteria

NEW

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 step increase.

NEW

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 meets standards 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.)

NEW

- 2. Nomination forms must be signed by the appropriate commanding officer and routed to the Assistant Chief of Training/Employee Development, MS 700-A, before the additional signatures are obtained.

NEW

- 3. The Assistant Chief of Training/Employee Development will forward all nominations to the City's Human Resources Department via the Police HR division.

C. Police Human Resources Procedure

NEW

- 1. Approved Recommendations for awards will be scanned/emailed to the City's HR liaison for approval and to obtain Chief Operating Officer (COO) approval.

NEW

- 2. Upon notification by City HR that the COO has approved the recommendation, Police HR will notify the employee's Commanding Officer and forward the authorization to Comptrollers for the payment to be processed. A copy of the approved award will be forwarded to the Payroll Supervisor and the original will be maintained in the Department Personnel file.

NEW

- 3. Commanding Officers will be advised that it is their role to notify the employee's immediate supervisor, as applicable, and the employee.