

MCHENRY COUNTY FY 2024-25 PAY-FOR-PERFORMANCE GUIDELINES

- 1. Base Salary:** Effective May 21, 2024 (R202405-09-097), the County Board established the current McHenry County Classification and Compensation System for all non-union McHenry County employees, including department heads.

Base salaries for all employees shall be part of the system, except for Mental Health (708) Board employees, Veterans Assistance Commission (VAC), and employees covered by a collective bargaining agreement.

- 2. Pay-For-Performance:** The performance appraisal system is a mechanism to document and measure the performance of an employee. During FY 2024/2025, all eligible employees shall be eligible for an increase to their base salary based on performance. There shall be a merit pool for each department to be utilized for all eligible employees and a specific merit pool for all appointed department heads. Allocation of pay-for-performance adjustments shall be based on the procedures and criteria listed below:

- A.** An employee's base salary shall not be below the minimum or exceed the maximum salary for the grade and corresponding range to which their position has been assigned.
- B.** To maintain an equitable merit process, employees hired during the fiscal year may be awarded merit for performance based on the following schedule:

Merit Increases for New Hires

Hire Date	% of Maximum Merit
12/1/23 thru 2/28/24	100%
3/1/24 thru 5/31/24	75%
6/1/24 thru 9/30/24	50% Or the table movement, whichever is greater.
After 9/30/2024	Not eligible for an increase

- C.** An employee must receive a performance rating of at least "meets requirements" (75 points or higher), to be considered for a merit increase.
- D.** The total annualized amount of merit increases granted to departments for disbursement shall not exceed 3.5% of regular full-time and regular part-time wages for FY 2024 (less elected officials, appointed department heads, employees covered by 2B, and newly approved positions, reclassifications, or adjusted employee's salaries through the current budget process)
- E.** No "bonuses" or other types of adjustments may be given to employees, except as authorized by the County Board.
- F.** Departments must not exceed their specific department's budget for pay increases (merit allocations) authorized by the County Board.
- G.** Performance Reviews and Compensation Adjustments must be completed within Kronos **and** received by the Human Resources Department no later than Thursday, **November 21, 2024** for increases to be processed. Increases will be processed in accordance with any applicable payroll deadlines.
- H.** Merit increases will be effective December 1, 2024.

I. Performance Appraisals:

- 1.) The presiding Judge of McHenry County Division of the 22nd Judicial Circuit is requested to complete performance appraisals for the following department heads:
 - a) Public Defender
 - b) Court Administrator
 - c) Court Services Director
- 2.) The Board of Health will complete the performance appraisal for the Public Health Administrator
- 3.) The 708 Mental Health Board will complete the performance appraisal for the Executive Director of the Mental Health Board.
- 4.) The Veteran’s Assistance Commission will complete the performance appraisal for the Superintendent of the Veteran’s Assistance Commission.

3. Performance Ratings: Increases must reflect the employee’s performance and location on their assigned wage scale. Therefore, the following guidelines apply:

Merit Increase Matrix - Based on Performance Rating and Location on Wage Scale

RATING	Entry to 1st Q	1st Q to Mid	Mid to 3rd Q	Above 3rd Q
95 - 100 Exceeds Expectations Regularly	3.5% to 4.5%	3.25% to 4.5%	3% to 4.25%	2.75% to 4.25%
85 - 94 Always Meets Expectations	3% to 4%	2.75% to 4%	2.5% to 4%	2.25% to 4%
75 - 84 Usually Meets Requirements	2.5% to 3.75%	2.25% to 3.5%	2% to 3.25%	1.75% to 3%
0 – 75 Needs Improvement	0% to 1%	0% to 1%	0% to 1%	0% to 1%

For an employee who receives a marginal rating (below 75 points), a 90-120 day Performance Improvement Plan must be developed and submitted to the Human Resources Department with the performance appraisal.

A. For those employees that may/will have reached or exceeded the maximum allowed salary range:

1. Employees who received only a portion of the approved merit increase and have reached the maximum allowed for their salary range are eligible for the balance to be paid in 1/26 increments each pay period that they receive pay for time worked or paid leave as approved by the department head in accordance with the merit policy.
2. Employees that have reached or exceeded the maximum for their grade are eligible to receive their merit increase in 1/26 increments each pay period that they receive pay for time worked or paid leave as approved by the department head in accordance with the merit policy.