
Please see below.

ARTICLE 44

Performance Awards

Section 1 – General

- A. The current rating of record will be used as a basis for decisions to grant performance-based awards under the Department's Performance Management System 9 (See DPR 430). In addition

to performance bonuses based on a rating of record, managers and supervisors are encouraged to utilize all award categories to reward deserving employee performance in a timely manner throughout the rating cycle. Examples of award categories are special act or service award, instant good job award, time off award, honorary award, and non-monetary award. To this end, the parties have agreed that managers can utilize the instant good job award to make awards of up to \$300 net.

- B. Absent budget constraints, Management will fully utilize the awards budget to reward deserving employee performance. The NCFLL will be notified if an awards budget is not fully utilized.
- C. When Management uses bargaining unit employees' special skills, Management is encouraged to reward these employees using all available award categories.

Section 2 - Effect of Summary Ratings

- A. An employee who receives a rating of record of Exemplary must receive a performance award and/or a Quality Step Increase.
- B. An employee who receives a rating of record of Highly Effective should normally receive a performance award.
- C. An employee who receives a rating of record of Effective should be considered for and may receive a performance award.
- D. If an employee has been promoted within the appraisal year, the appropriate manager or supervisor may take this into account in determining the amount of the employee's performance award, and/or whether to grant a Quality Step Increase for an "Exemplary" rating for that year.
- E. Within each performance award unit, awards granted to employees in the same grade with a particular rating should normally be more in terms of dollars (including any Quality Step Increase) than awards received by employees in the same grade with a lower rating.
- F. If an employee does not have a rating of record when performance awards are granted; the employee may be granted an award when he/she is assigned a rating of record.
- G. Management will consider retroactive awards for employees whose ratings change after the distribution of payouts.

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- H. It is Management's intention normally to pay out performance awards by the end of the calendar year.
- I. Suggested Amounts of Performance Awards: The following amounts are suggested for consideration in determining performance awards:

Rating	Suggested Percent of Employees' Rate of Basic Pay
Exemplary	Up to 10%
Highly Effective	Up to 7%
Effective	Up to 4%
