

Maricopa County Policies and Procedures	Subject: Employee Gainsharing Programs Policy	Number: HR2419 Issue Date: 07/02
Approved: <i>Don Stapley, Chairman</i>	Initiating Department: Total Compensation	

I. PURPOSE

The purpose of the Employee Gainsharing Program Policy is to provide a procedure under which Employee Gainsharing Programs may be adopted by the Board of Supervisors for Maricopa County departments and the Judicial Branch, and the Board of Directors for Special Districts, as authorized by the Employee Compensation Plan, so that County and Judicial Branch Departments/Special Districts can encourage employees to find new revenue sources and/or ways to achieve greater cost savings.

II. POLICY GUIDELINES

Maricopa County, the Judicial Branch and Special Districts adhere to the fundamental principle that its employees are critical to the delivery of the many high quality, cost-effective services. Our employees are also the best source of innovative ideas and process improvements to further improve both the quality and efficiency of those services. The concept of "employee gainsharing" supports these principles by offering County and Judicial Branch/Special District employees the opportunity to share in the benefits derived from their efforts to enhance revenues and improve efficiencies, while improving service quality as well.

III. PROGRAM

Maricopa County elected and appointed departments, the Judicial Branch and Special Districts may participate in the Employee Gainsharing Program as defined in this policy. County and Judicial Branch Departments/Special Districts may, either individually or as part of a group of departments or functions, design and implement specific gainsharing programs for their employees. It is intended that an equal amount be shared with each eligible employee under the plan.

1. The Managing for Results Corporate Review Team shall review all Gainsharing Programs prior to submission to the Board of Supervisors/Board of Directors. Board of Supervisors/Board of Directors approval is required to implement all gainsharing programs.
2. All Gainsharing Programs must be based on Managing for Results (MFR) performance measures that are either derived from or directly support the County and Judicial Branch Department's/Special District's MFR strategic plan.
3. Gainsharing Program awards shall be funded from the cost reductions or revenue enhancements identified as performance criteria in the plan. Each County and Judicial Branch Department/Special District must remain within its expenditure budget in order to distribute an award under the plan. The total amount distributed under the plan must not exceed one half of the savings or revenue enhancements generated under the plan. The remaining savings will be returned to the respective Fund. The following fiscal year expenditure budget will be reduced by the full-year impact of the expenditure savings realized. A program involving revenue enhancement will award its participants in the following fiscal year, in order for the revenue to be properly budgeted through an increased expenditure authority.
4. Individual employee awards may not exceed \$2,000 per fiscal year, and may be awarded periodically as defined by the County and Judicial Branch Department's/Special District's plan.
5. All employees (excluding temporary) who have worked for Maricopa County, the Judicial Branch or a Special District at least six consecutive months by the end of the measurement period, may be eligible for an award as defined by the County or Judicial Branch Department's/Special District's plan. In addition, to be eligible to receive an award, an individual employee's performance must consistently meet or exceed departmental standards during the measurement period, and the employee must have actively contributed toward the goals of the plan for at least one half of the measurement period.
6. To earn a gainsharing award, an employee must remain employed through the date of award distribution or be retired. Employees who have transferred from one County or Judicial Branch Department/Special District to another County or Judicial Branch Department/Special District may be permitted to receive an award as defined by the appropriate plan.
7. Each proposed Gainsharing Program must comply with this policy, or must identify any provision that does not comply and request approval of the exception.