

INCENTIVE COMPENSATION PLAN



Plan Objective

To reward all eligible employees for performance based contributions enhancing the City of Hudson workplace, public image and/or community.

Plan Eligibility

1. All active regular part-time and full-time employees; hourly or salary.
2. Employee must have completed one year of employment with the City of Hudson.
3. City Manager is exempt from participation in this program.

Plan Guidelines & Criteria

An employee's efforts have resulted in the completion of a special project or contribution of significant importance to the City, through a work initiative above and beyond their current job duties, as determined and approved by the Incentive Compensation Plan Review Board. Request for incentive shall be initiated by employee's direct supervisor or department manager.

The criteria for consideration of the incentive will be based on the below criteria:

1. Actions resulting in organizational improvement.
2. Outstanding acts which brings recognition to the City from the public.
3. Outstanding achievements that enhance the professional image of the City's workforce.
4. Efforts to reduce or eliminate City expenditures or generate additional revenue.
5. Streamlining processes and administrative practices and sharing those processes with City departments to increase efficiencies.
6. Actions other than the above which fulfill the objective of this incentive plan.

Plan Approval

An Incentive Compensation Plan Review Board will be appointed by the City Manager at the beginning of each odd numbered fiscal year and may be comprised of up to five (5) representatives.

Plan Payment

The incentive reward will be a minimum of one (1) to a maximum of five (5) vacations days, or the monetary equivalent for full-time employees and correspond proportionally to hours worked for part-time employees. An incentive reward can only be received once per calendar year. Payment of approved incentive, vacation day(s) or monetary equivalent, will be employee's choice.

Effective 1/1/2017