

DEC 5 1988

BOARD OF SUPERVISORS
JAMES CITY COUNTY
VIRGINIA

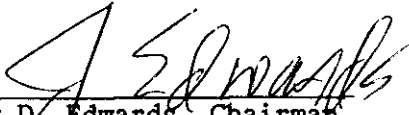
AN ORDINANCE TO AUTHORIZE INCENTIVE AWARDS TO EMPLOYEES COVERED BY THE JAMES CITY COUNTY PERSONNEL POLICIES AND PROCEDURES MANUAL FOR PERFORMANCE AS SET FORTH IN SECTION 4.10(C) OF THAT DOCUMENT.

BE IT ORDAINED by the Board of Supervisors of the County of James City, Virginia, that the Board hereby authorizes the payment of incentive awards pursuant to Section 4.10(C) of the James City County Personnel Policies and Procedures Manual as set forth below:

Section 4.10. Other Salary Changes.

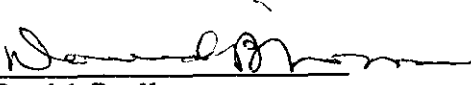
- C. Incentive Awards - An incentive award is a vehicle for recognizing outstanding performance by an individual or group of individuals in a specific assignment, special project, or for a beneficial suggestion or innovative idea which results in one of the following:
- a. A cost savings or avoidance.
 - b. An innovation which increases productivity or enhances service by causing more work to be accomplished during the standard workday or work shift.
 - c. Identification of a tool or piece of equipment which increases the productivity of the department, specific task or job.
 - d. An improved process or procedure for accomplishing the work which increases productivity or improves services and is measurable.
 - e. A work product which exceeds required work standards for a job based upon consensus of peers in that department or the same field or trade.

The amount of the award shall be determined by the County Administrator, but will normally not exceed 5 percent of the employee's base salary. The incentive award shall be a single lump sum cash payment. It shall not be used as a routine salary supplement. The incentive award shall be documented on the Incentive Award Nomination Form. A copy of the form shall be placed in the employee's personnel file. The receipt of such an award shall not affect the employee's base salary.



Jack D. Edwards, Chairman
Board of Supervisors

ATTEST:



David B. Norman
Clerk to the Board

<u>SUPERVISOR</u>	<u>VOTE</u>
NORMENT	AYE
TAYLOR	AYE
MAHONE	AYE
DEPUE	AYE
EDWARDS	AYE

Adopted by the Board of Supervisors of James City County,
Virginia, this 5th day of December, 1988.

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