

City of Diamondhead

Employee Handbook: Employee Incentive Plan

The City of Diamondhead, MS (City) desires their employees to work to their highest ability to achieve their fullest potential. This expectation is predicated on the belief that the City and their respective employees should work in unison for the well-being of the City, the citizenry, and the individual employee. As an incentive, the City has developed an Incentive Plan (the Plan) to encourage and motivate their employees. It is anticipated that if the Plan is followed and the employee fulfills the obligations mandated upon them by the Plan, then the employee shall be entitled to incentive remuneration. The Mayor and the City Council must set the Incentive Plan each year and the ultimate eligibility for payment is at the discretion of the City Manager in consultation with the individual Department Directors. Until further notice, the current Plan shall make incentive payments to the employees during November and May. The Plan is as follows:

- ✓ The Incentive Periods for each predetermined year as approved by the Mayor and City Council are:
 - Period #1: November 1 through April 30; payable the 2nd payroll in May and,
 - Period #2: May 1 through October 31, payable the 2nd payroll in November.
- ✓ Full-time employees become eligible for the Incentive Plan after 6 months of employment.
- ✓ The employee shall read the current City of Diamondhead Employee Handbook (i.e. Personnel Policies and Procedures, the Attendance Policy, and the Drug and Alcohol Policy) and shall abide by the rules/regulations therein. If something is unclear in these policies, the employee shall seek clarification from his/her supervisor.
- ✓ The employee shall be on-time and punctual for work and for meetings that are routinely scheduled in relevance to his/her job description and/or duties. The employee shall comply with all aspects of the attendance/punctuality policy for the City of Diamondhead.
- ✓ The employee shall show up for work each and every day committed to performing his/her respective job description and/or duties to the best of his/her ability. In so doing, he/she will NOT incur any written warnings during the previous six (6) month period because of a deficient work product, action, or incident.
- ✓ Employee shall follow all safety guidelines when operating equipment and performing all tasks as part of his/her job description.
- ✓ Employee shall not misuse and/or abuse City equipment and tools which lead to the damage of City property.

Pro-rated checks: The following describes the pro-rating of incentive checks for specific situations.

- ✓ Paid Leave: An employee on 100% paid leave will receive an incentive check as if he/she worked the entire incentive period.
- ✓ Unpaid Leave: An employee who has any portion of his/her leave unpaid will receive an incentive check that is pro-rated by the amount of time not paid during the incentive period.

I, through the signature below, acknowledge that I have read and understand what is expected of me to participate in the City of Diamondhead's Incentive Plan. Furthermore, I do plan to participate in the Plan and will fulfill the requirements expected of me.

Printed Name

Employee Signature

Date