

On this the 23rd day of September, 2008, the Williamson County Commissioners Court does hereby adopt the following employee incentive plan to reward outstanding employee performance occurring in the current (Oct. 1, 2008 to Sept. 30, 2009) fiscal year:

1. During the course of the current year, elected officials and other department heads shall conduct an objective evaluation (including customer service among other factors) of all their employees, to determine the degree to which each of them merits incentive compensation for their work during the year. The Commissioners Court, Juvenile Board, Elections Board, and District Judges shall conduct a similar evaluation of the department heads appointed by them. Any compensation paid under this plan represents a deferred portion of the compensation earned for the current fiscal year and is not a gratuitous bonus or gift.
2. Elected officials, temporary employees, and employees under the law enforcement tenure plan (who are scheduled for regular salary increases under other principles) will not be eligible for additional compensation under this plan. Eligibility is further restricted to persons who are Williamson County employees during the current year, and who are still employed by the county on the date that the incentive payments determined by the department head are reported to the Payroll Department.
3. While considering the County Budget for the following (Oct. 1, 2009 to Sept. 30, 2010) fiscal year, the Commissioners Court shall have the discretion to appropriate funds, in an amount to be determined by the Court, in order to make incentive payments under this plan. These funds shall be equitably allocated to all county departments in proportion to their total salary expenditures paid during the current fiscal year (not including the salaries of employees who are not eligible for an incentive payment or the salary of the department head). The Court will appropriate additional funds for incentive payments earned by department heads.
4. If funds are appropriated for the purpose, then following the conclusion of the current fiscal year, each department head shall within 30 days allocate the incentive funds among departmental employees in strict accordance with the objective evaluations previously conducted. The amount of payment shall in each case represent a percentage of the total compensation received by the employee from the county for work performed during the current year, including any overtime pay. Any employee receiving an incentive payment must have worked as a full-time employee on a continual basis for at least the final 90 days of the current year. Employees who have not been continually employed on a full-time basis for the entirety of the current year may be eligible for a prorated incentive payment. The department head may reward all meritorious employees with the same percentage, or may give the most meritorious a higher percentage, up to a cap set by the Court on the highest percentage to be awarded to any individual employee.

The department head shall then report the names of all employees who are to receive incentive payments and the amount of their payment to the Payroll Department.

5. Similarly, the authority responsible for setting the regular salary of each department head who is not an elected official shall determine the amount of any incentive payments earned by the department head (not to exceed the amount appropriated for this by Commissioners Court) and report it to the Payroll Department.

6. The Payroll Department will confirm that the total of incentive payments set for each department does not exceed the funds appropriated to the department for this purpose by Commissioners Court. Following any necessary adjustments, payments will be distributed to the employees who have earned them in a lump sum by direct deposit or check. The Commissioners Court may, however, direct that payment will be made in January 2010, if it determines that this will have less of an impact on employee taxes or for some other reason.

7. 6. Since this is earned pay, not a gift, the normal deductions for benefits and employee taxes will be taken from the payment. The employee is responsible for income taxes. The county will pay the employer's share of taxes and benefits as with other forms of compensation.

8. 7. Note that the Williamson County Employee Incentive Plan is provided at the discretion of the Commissioners Court, which reserves the right to administer, modify, or terminate the plan with or without notice. Payments from next year's budget are subject to the appropriation process required by law at that time and to the funds then available. This Plan does not constitute a contract, or create any contractual obligations or implications of continued employment, between the County and its employees.