

## **Debra Thompson**

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**From:** Stephen Giesbrecht  
**Sent:** Tuesday, February 05, 2019 10:15 AM  
**To:** Debra Thompson  
**Cc:** Assembly; Department Heads  
**Subject:** For March 4 meeting

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Debbie, I would like this added to the Assembly Discussion items for the March 4 meeting. I would be looking for interest from the Assembly and if there is interest, having this added to a future agenda as an action item to get permission to start the program and notify the employees.

Thanks.

Steve

### **Borough Performance Incentive Program**

1. Department Heads not eligible
2. Maximum Payout of \$5,000 per idea implemented
3. Payout is 5% of net savings or net revenue achieved over a one year period, \$250, or \$5,000 whichever is less.
4. Program to be approved by the Assembly and subject to their decision to cancel at any future time.

### **Process**

1. Employee submits idea that would allow the Borough to increase revenue or cut costs. Revenue increases cannot be from existing service fees, or tax increases. Expense savings cannot be from reductions in personnel or the salaries of existing employees. Ideas would be submitted to the Borough Manager in writing.
2. Ideas would be screened and evaluated by an Evaluation Committee:
  - a. Department Head where the idea would impact as determined by the Borough Manager and Finance Director
  - b. Finance Director
  - c. Borough Manager
  - d. Two Assembly members chosen by the Assembly
3. If idea is deemed a success by the majority of the Evaluation committee, the Finance Director will lead the development with the Committee of a method to determine the savings or revenue increase over the one year period. This will be provided to the full Assembly at a scheduled public meeting where the Assembly will evaluate and give final approval for the idea to be implemented.