

Mecosta-Osceola Personnel Cooperative

Merit Pay Proposal Form

(Annually Due **March 15** to ISD Superintendent for Council Approval)

Employee: _____

Years Of MOP CO-OP Service: _____

Local Supervisor: _____

Co-Op Supervisor: _____

Per Policy: Category for One-time Merit Pay – (check one)

- a) Innovation
- b) Savings
- c) customer service
- d) system improvements
- e) time/resource savings
- f) idea/concept benefits involved parties
- g) other

Explanation/Data/Support: (or attach)

Local Supervisor: _____ Date: _____

MOP CO-OP Supervisor: _____ Date: _____

Local Superintendent: _____ Date: _____

(Note: merit pay cannot be given until CO-OP Council and local Board approval)

MOP Co-Op Merit Pay

POLICY MANUAL:

The MOP Co-OP Advisory Council supports the concept and application of one-time Merit Pay for employees who demonstrate skill and effort above and beyond the call of duty. MOP Co-Op Supervisors may apply to the Council for employees who are eligible for merit pay.

PROCEDURE MANUAL:

- A) All MOP Co-Op employees are annually eligible for merit pay. The merit pay system is designed to reward those employees who have gone above and beyond their normal expectations and have demonstrated skills or expertise which benefit the MOISD, MOP Co-Op, local school districts, or purchasing body in the areas of:
 - a) innovation;
 - b) dollar savings;
 - c) customer service;
 - d) system improvements;
 - e) time/resource savings;
 - f) idea/concept which significantly benefits the parties involved.
- B) Application must be completed and submitted to the MOP Co-Op Chair by the MOP Co-Op Supervisor, supported by the local district/body supervisor or superintendent by March 15 for electronic distribution to the MOP Co-Op Advisory Council for decision at April Advisory Council meeting.
- C) The merit pay allocation must be unanimous of all present Council members at the April Advisory Council meeting.
- D) Distribution of the lump sum of Merit Pay award will occur at the May board meeting of the district where the employee serves the majority of time.
- E) The award amount will be \$500.