

# Dover Kent MPO Personnel Policy Manual

*Proposed amendment 7/2/2025 – MPO Council*

*Red language is proposed new language*

## SECTION 2: EMPLOYMENT POLICIES, PROCEDURES AND REQUIREMENTS

15. Performance Evaluations Immediate supervisors and employees are encouraged to discuss job performance and goals on an informal, regular basis. The immediate supervisor will prepare a formal evaluation at the end of the six-month probationary period and then every subsequent year following the hire or reassignment of DK MPO employees. See Appendix A for evaluation form. A performance plan on Page #1 of the evaluation form must be completed at the beginning of each evaluation period and will be used when completing Performance Factors at the end of the evaluation period. The following three points have been approved by the DK MPO Council:

- a. Evaluation Incentives – Establish staff salary increases to a specific quantitative measure of 19 to 24 points for **a maximum 5%** ~~a 3%~~ raise; 13 to 18 points for **a maximum 3%** ~~a 1%~~ raise; and no raise for anything less than 13 points for job performance as depicted in the employees' annual performance evaluation.
- b. There are six performance factors:
  - Performance Goals
  - Quality and Quantity of Work
  - Attendance and Punctuality
  - Interaction with Others/Customer Service
  - Planning and Organization
  - Communications (oral and written)

Employees are assessed a performance category which best describes their overall performance in that factor (highest to lowest):

Outstanding  
Exceeds job requirements  
Satisfactory  
Improvement needed  
Unsatisfactory

Each of these performance categories have a quantitative measure:

Outstanding = 4 points  
Exceeds job requirements = 3 points  
Satisfactory = 2 points

Improvement needed = 1 point  
Unsatisfactory = 0 points

- c. If the employee has not reached their maximum established job specification salary range, they could receive the following:  
~~Maximum 5%~~ ~~3%~~ salary increase after receiving a performance cumulative evaluation score between 19 and 24 points;  
~~Maximum 3%~~ ~~1%~~ salary increase with a cumulative score between 13 and 18 points;  
No salary increase with a cumulative score of less than 13 points.

### SECTION 3: COMPENSATION

#### G. RETIREMENT PROGRAM

DK MPO employees, ~~both full-time and part-time~~, may elect to participate in MissionSquare Retirement (formerly ICMA-RC) administered retirement plans. DK MPO will match employee contributions up to 5%, ~~unless otherwise approved by the Council.~~

DK MPO employees may elect to retire with or without participation in MissionSquare Retirement. Employees may elect to retire at age 60 with at least five years of service and at age 62½ regardless of years of service. Retirement eligible employees will be compensated for one-half (1/2) of the total accrued unused sick time ~~up to a maximum payout of 337.5 hours~~ and all of any unused vacation time.