



# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

SACHI A. HAMAI  
Interim Chief Executive Officer

Board of Supervisors  
HILDA L. SOLIS  
First District

MARK RIDLEY-THOMAS  
Second District

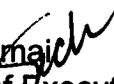
SHEILA KUEHL  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

August 28, 2015

To: Each Department Head

From: Sachi A. Hamai   
Interim Chief Executive Officer

## MANAGEMENT APPRAISAL AND PERFORMANCE PLAN (MAPP) TIER I NON-DEPARTMENT HEAD MERIT SALARY ADJUSTMENT RECOMMENDATION SUBMISSION INSTRUCTIONS

This memorandum is a follow up to our memorandum sent on July 31, 2015, regarding instructions for MAPP Merit Salary Adjustments (see attached for your reference). County Code Section 6.08.375A requires that each MAPP Tier I Non-Department Head Participant's Appointing Authority submit a Merit Salary Adjustment recommendation, ranging from zero to a maximum of 5 percent, to the Chief Executive Officer for review and approval.

Please fill out the attached Merit Salary Adjustment Recommendation Form and return, via e-mail, to Maryanne Keehn, Senior Manager, CEO at [mkeehn@ceo.lacounty.gov](mailto:mkeehn@ceo.lacounty.gov). The deadline to submit your recommendation(s) is Friday, September 11, 2015.

If you have any questions or need additional information, please contact Maryanne Keehn at (213) 974-0470.

SAH:JJ:MTK  
NV:SO:mst

### Attachments

c: Chief Deputies  
Administrative Deputies  
Departmental Human Resources Managers

N:\BENEFITS & COMP POLICY\MAPP\MAPP Merit Increases\2015 non-Department Head Merit Increase Instructions.docx

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SACHI A. HAMAII  
Interim Chief Executive Officer

July 31, 2015

To: Each Department Head

From: Sachi A. Hamai  
Interim Chief Executive Officer

Board of Supervisors  
HILDA L. SOLIS  
First District

MARK RIDLEY-THOMAS  
Second District

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## MANAGEMENT APPRAISAL AND PERFORMANCE PLAN MERIT SALARY ADJUSTMENT STANDARDS AND GENERAL SALARY ADJUSTMENTS – OCTOBER 1, 2015

### Tier I Standards

The standards for Merit Salary Adjustments for Management Appraisal and Performance Plan (MAPP) participants in Tier I are separated between department heads and non-department heads. Department head Merit Salary Adjustments will be handled separately by the Board of Supervisors, the Interim Chief Executive Officer, and the Auditor-Controller. For non-department heads, each department must manually enter these adjustments in Advantage Human Resources Management System (eHR) prior to October 15, 2015.

### ***Department Head Standards***

- Per County Code Section 6.08.373B, appointed department heads who receive performance evaluations of "Met Expectations" or higher shall receive a salary adjustment of at least the same value as the General Salary Adjustment (GSA) for that fiscal year.
- In accordance with the recently approved governance structure, the Chief Executive Office (CEO) will review each appointed department head's performance and recommend Merit Salary Adjustments to the Board of Supervisors. After receiving Board approval for the overall percentage increase for each appointed department head, the CEO will work with the Auditor-Controller to implement the Board-approved Merit Salary Adjustments. **As a reminder, department head self-assessments need to be entered in to the new MAPP system by August 21, 2015.**
- Merit Salary Adjustments for appointed department heads who receive performance evaluations below "Met Expectations" will be reviewed by the CEO and discussed with the Board of Supervisors on an as-needed basis.

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### ***Non-Department Head Standards***

- Eligible participants include those employees who:
  - Receive a “Met Expectations” or higher on their performance evaluations;
  - Were officially appointed to a MAPP position prior to April 1, 2015, or appointed from another MAPP position after March 30, 2015.
- With input from departments, the CEO will make a Merit Salary Adjustment determination for each eligible participant. When a determination has been made, the CEO will provide each department with a list of approved merit adjustments. Each department must manually enter these adjustments in eHR.
- Merit Salary Adjustments for Tier I managers who receive performance evaluations below “Met Expectations” will be reviewed and discussed with the Board of Supervisors on an as-needed basis.
- Additional information regarding submission instructions and dates will be forthcoming.

### **Tier II Standards**

- The department is not required to submit a recommendation for a merit salary increase as the guidelines for Tier II are prescribed in the County Code.
- Eligible participants include those employees who were officially appointed to their current position prior to April 1, 2015, or appointed from another MAPP position after March 30, 2015.
- Eligible employees currently on Steps 1 through 11 who receive a performance rating of “Met Expectations” or higher will advance one step in their salary range. This action will be completed by the Auditor-Controller; no further action on your part is required.
- Eligible employees currently on Steps 12 through 17 who receive a performance rating of “Exceeded Expectations” or higher will advance one step in their salary range. **Each department must manually enter this adjustment in eHR by October 15, 2015.**
- Step advancements for Tier II managers who receive performance evaluations below “Met Expectations” will be reviewed on an as-needed basis.

**Employees on Leave of Absence**

- Employees who are on a leave of absence for more than six months during the rating period are not required to receive a performance evaluation rating.
- Employees who do not receive a performance evaluation rating are not eligible for a Tier I Merit Salary Adjustment or Tier II Step Advancement.
- Employees who are on a leave of absence and who receive a performance evaluation rating are, at the discretion of the Appointing Authority and pursuant to the standards detailed above, eligible to receive Tier I Merit Salary Adjustment or Tier II Step Advancement upon return to work.

Employees who do not receive an annual performance evaluation, such as retirees, are not eligible to receive a Tier I Merit Salary Adjustment or Tier II Step Advancement.

Additional instructions will be issued to departments in the event that general salary adjustments are authorized by the Board of Supervisors.

If you have any questions or need additional information, please contact Maryanne Keehn at (213) 974-0470.

SAH:JJ:MTK  
NV:SO:mst

c: Chief Deputies  
Administrative Deputies  
Departmental Human Resources Managers  
Gregg Iverson, Auditor-Controller