

# MEMORANDUM

TO: File

FROM: Patrick J. Lawton  
City Administrator

DATE: April 9, 2012

RE: After Action Report – Employee Bonus Program

Purpose - The employee bonus program was intended to compliment the annual employee evaluation program by providing a onetime lump sum bonus in the amount of \$500.00 for those employees meeting the criteria as identified in the SOP that established this program.

Executive Summary - This was the first year for this structured bonus program. Those who received the bonus were extremely grateful to be recognized by the City in this manner. The criteria were fair and objective but can be enhanced. Employee concerns about the program stemmed from their lack of understanding about the bonus program and the criteria. Several employees expressed concern about what they considered to be a lack of communication about the program.

Lessons Learned -

- Better job in communication in each department
- Reinforce the criteria
- Communicate early – mid May
- Determine the number of employees eligible by department
- City administrator and Human Resources director to review department submission
- Department heads to present bonus checks to employees