

EMPLOYEE MERIT CASH AWARDS POLICY

In order to incentivize Town of Amherst employees to save taxpayer money, improve efficiency, increase town revenues and improve the value of service provided, the Town maintains a small budget for annual merit-based cash awards. The total amount allocated for this purpose to the budget is determined by the Board of Selectmen in each budget cycle as appropriate. The Board of Selectmen, with the advice of the Town Administrator, make individual awards to recognize outstanding service from Town of Amherst employees out of this budget.

The Board of Selectmen are under no obligation to award the total amount set aside or even to award any of the money allocated for this purpose if they deem that there is not sufficient merit to reward Town Employees in any given year to the maximum allowed. Any employee of the town may be given a cash award under this policy if the Board of Selectmen decide that they merit such award; however, the Board of Selectmen will generally limit the number of cash awards to five individuals in any given year.

Criteria: The intent of this Employee Merit Cash Awards Policy is to reward and recognize individual service that goes above and beyond the expected level of service from a Town Employee. The key criteria considered by the board to reward individual employees under this policy are:

1. Identification and execution of a substantial, measurable, and generally repeatable **savings of taxpayer money** in the previous Fiscal Year;
2. Identification and execution of a substantial, measurable, and generally repeatable **increase in town revenues** in the previous Fiscal Year; and/or
3. Execution of a substantial, measurable, and generally repeatable **increase in the value of service** provided to the residents of the Town of Amherst in the previous Fiscal Year.

Although the spectrum of responsibilities of all Town Employees is complex and some are more likely to achieve outstanding performance under one criteria listed above versus others owing to the nature of their service to the town, any employee should be able to qualify under at least one criterion. The Board of Selectman may also choose to award an individual for especially outstanding service that cannot be easily qualified by any of the listed criteria.

Process: The Board of Selectmen will meet once a year, at their discretion, in non-public session to review nominations for Cash Awards with the Town Administrator. The Chair of the Ways & Means Committee in their capacity as the voice of the public may also attend this non-public session, and is welcome to give advice to the Board of Selectmen on individual awards but does not have a vote in the awards process. Any Town Employee may nominate another Employee for a merit award review under this policy. The Board of Selectmen may award as much or as little to an individual under the budgeted amount as they see fit to reward that individual's outstanding performance. The Board of Selectman may also honor and reward the Town Administrator under this policy if they believe the Town Administrator's performance merits such an award.

Award Ceremony: The Chairman of the Board of Selectmen and the Town Administrator will announce the current year's honorees and present them with an appropriate certificate recognizing their performance along with a check for the amount awarded at a public meeting of the Board of Selectmen.

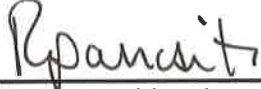
Accepted:



Dwight Brew, Chairman



Tom Grella, Selectman



Reed Panasiti, Selectman



John D'Angelo, Vice Chairman



Nate Jensen, Selectman