



Grand County Individual Development Plan Acknowledgement Form

Employee's name:		Department:	
Requesting supervisor's name:		Review year:	
Eligibility Date:		Hire date:	
Date:			

I would like to participate in the Exemplary Merit Increase option.

I understand that I will need to complete the following to be eligible, and agree that I will work the plan as explained below.

1. New employees will complete this form and the Individual Development Plan (IDP) within 30 days of their first (1st) performance review.
2. Existing employees will complete this form and the Individual Development Plan (IDP) within 30 days of their performance review.
3. Employee must be employed with Grand County for three (3) years of continuous employment as stated in the Policies & Procedures Manual to be eligible to receive an Exemplary Merit increase; and are then eligible on the third year and each alternating year after.
4. The IDP should contain significant detail in regard to the goals and desires that the employee wants to obtain over the next twelve (12) months that are above and beyond the expectations of their job description. Employee must complete a new IDP each year.
5. Employee will also be responsible for scheduling and meeting with their Department head/Supervisor within the 30 days of receiving their prior twelve (12) month review as well as quarterly to discuss, evaluate and validate any and all goals and desires documented on their IDP. If the IDP or quarterly updates are not reviewed by each deadline, the employee may forfeit the opportunity to participate in the Exemplary program for that particular twelve (12) month timeframe, delaying their opportunity to be eligible to receive an Exemplary Merit Increase for another two (2) years.
6. At annual performance review time, when eligible for an Exemplary Increase, the completed prior years IDPs will be required to complete the review process. The review must also have a rating of "consistently exceeds" in at least 50% of all categories. An employee with an evaluation not having a rating of "consistently exceeds" in at least 50% of all categories, or has disciplinary documentation or a corrective action plan in their personnel file that is not resolved with follow up documentation by the Department head/Supervisors and the Human Resource Director during any year is not eligible for a merit increase.

I do not want to participate in the Exemplary Merit Increase option at this time. I am only interested in participating in the Milestone Merit Increase option. (I understand that I can change this decision at my next annual review and will then need to complete IDPs for the next two (2) or three (3) years, whichever may be applicable on the day I elect to make such change.)

Employee Signature:

Date:

Department Head/Supervisor:

Date:

This form will need to be completed and signed at the beginning of the employee's annual review year. The supervisor will then forward the original to Human Resources for the employee's file, and will retain a copy for their own files.