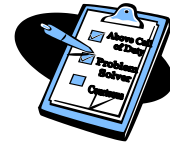


Rule 18. RULES FOR INCENTIVE PAY COMMITTEE



18.1 Establishment and Purpose

- A. The VLPOA Board hereby authorizes the establishment of an Incentive Pay Program and Committee (IPC) member participation.
- B. The IPC is tasked with identifying what functions and establishing parameters which would constitute recognition of a VLPOA Staff Member performing in a positive manner beyond expected duties. The Board Goal is to show recognition through a monetary bonus to individual excellence and to advocate professional management at Ventana Lakes.

Adopted , ?, 2011.

18.2 Membership

- A. The board shall appoint or reappoint the chairperson and any liaison board members in April of each year.
- B. The chairperson shall identify committee members for board approval. (see Rule 10 – Volunteers & Committees)

18.3 Committee Responsibilities/Duties

- A. The Board authorizes the Incentive Pay Committee to:
 - 1) Identify qualifying participants in the program
 - 2) Identify submission responsibilities and participation limits
 - 3) Identify qualifying performance functions to be used
 - 4) Identify supporting documentation to be submitted
 - 5) Develop a structured submission process
 - 6) Establish review process
 - 7) Establish monetary payout limits and alternative incentives payouts (i.e., training, new/upgraded office equipment, compensatory time off, etc.)
 - 8) Recommend an annual budget appropriation amount for salaries and incentives every September and furnish them for Finance Committee budget preparation consideration.
 - 9) Seek updated employee job descriptions when necessary.
- B. The Committee Chairperson or delegate shall be responsible for:
 - 1) Ensuring the structured submission package is complete before submitting to the Board for review and approval.
 - 2) Submitting all verbal or written reports to the Board of Directors.
 - 3) Providing agenda to Office Staff for timely posting in accordance with open meeting laws.
 - 4) Securing a volunteer to take minutes.
 - 5) Securing a meeting location.

18.4 Property Owner Responsibilities

- A. Residents should support the Committee efforts by reporting significant occurrences of meritorious behavior appropriate for consideration under this rule.

18.5 VLPOA Staff Responsibilities

- A. The community manager is responsible to document every significant occurrence of meritorious behavior appropriate for consideration under this rule.
- B. Staff Members are responsible for informing the IPC Chairperson regarding any firsthand knowledge of a fellow staff member's good deed.
- C. The Community Manager shall ensure any approved incentive payout is documented and the payout completed no later than 30 days from Board authorization.

18.6 Board Responsibilities

- A. The Board has final approval authority.
- B. The Board will support and fund the program on an annual basis.
- C. Funds from the incentive account shall be used to pay an approved participant.

18.7 Meetings, minutes and reports

- A. Committee meetings are subject to the ARS open meetings law and must have advance agendas and locations posted and emailed as required.
- B. The committee will meet at least quarterly or as needed.
- C. The minutes of the Incentive Committee may not be published because decisions are made in executive session. Minutes will be available for financial audits of the association.
- D. All reports will be in executive sessions of the board.