



Board Agenda Background

Date: 2/17/2026
To: Board of County Commissioners
Through: Colton Rohloff, County Manager
From: Carol Ann Fortune, Human Resources Director
Subject: Consideration of Approval of Resolution # 26-21; a Resolution Adopting Updated Compensation Plan Guidelines For All Clear Creek County Employees, Including Those of Elected Officials, Establishing an Exceptional Performance (Star Performer) Compensation Policy, and Rescinding Resolution R-25-08

RECOMMENDATION

Staff recommends approval of a Resolution R-26-21, a Resolution Adopting Updated Compensation Plan Guidelines For All Clear Creek County Employees, Including Those of Elected Officials, Establishing an Exceptional Performance (Star Performer) Compensation Policy, and Rescinding Resolution R-25-08.

BACKGROUND

Clear Creek County's Compensation Plan Guidelines provide the framework for employee compensation, including base pay, cost-of-living adjustments, and other compensation actions. While the guidelines historically referenced the potential use of traditional merit increases, such increases have not been consistently funded or implemented due to budgetary constraints and operational realities.

Over time, this disconnect between written policy and actual practice has created uncertainty for managers and employees regarding how exceptional performance is recognized and how retention-related compensation decisions are made.

In response, Human Resources drafted a proposed amendment to the Compensation Plan Guidelines that formally establishes an Exceptional Performance (Star Performer) Compensation Policy. This policy is intended to serve as a structured, discretionary alternative to traditional merit pay and to align the County's written policy with its actual compensation practices.

The proposed policy outlines eligibility criteria, indicators of exceptional performance, allowable forms of compensation, approval processes, and limitations. It emphasizes fiscal responsibility, internal equity, and selective application rather than routine or automatic pay increases.

ANALYSIS

The proposed policy amendment provides the Board with a clear framework for recognizing exceptional employee contributions when funding allows.

Key elements include:

- Clarification that the County does not implement routine annual merit increases.
- Establishment of a targeted mechanism to address extraordinary performance and retention risk.
- Defined eligibility standards and indicators to support consistency and equity.
- Discretionary use subject to budget availability and required approvals.
- Integration into the existing Compensation Plan Guidelines to maintain a single, comprehensive compensation policy.



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Adoption of this amendment does not obligate the County to provide additional compensation in any given year and does not create an entitlement to increased pay. All compensation actions remain subject to appropriations and Board authority.

CONCLUSION

The Exceptional Performance (Star Performer) Compensation Policy amendment aligns the County's compensation policy with current operational and fiscal realities while providing a clear, transparent mechanism for recognizing sustained, high-value employee contributions. Adoption of the proposed resolution will formally incorporate this framework into the Compensation Plan Guidelines and support consistent, clear, retention-focused decision-making.

FISCAL IMPACT

There is no direct fiscal impact associated with the adoption of this policy amendment. Any compensation adjustments made under this policy are discretionary, subject to budget availability, and must be funded within existing appropriations approved by the Board of County Commissioners.

ATTACHMENTS:

1. Resolution R-26-21 with Exhibit A
2. Resolution R-25-08 with Exhibit A