

Code of Conduct for Bonus Pool Members

1. To help facilitate and make the Bonus Pool processes reflect a consistent application of standards, all participants will agree to abide by the following code of conduct.

- a. Sign an accountability/confidentiality statement.
- b. Comply with local Bonus Pool policies and procedures, performance management directives and any other applicable regulations and policies.
- c. Treat all employees under their cognizance consistently and equitably.
- d. Clearly communicate the Bonus Pool guiding principles and policy to the workforce.
- e. Complete prep work prior to the Bonus Pool process to make the time as productive and focused as possible.
- f. Commit to arriving on time and staying for the duration of the Bonus Pool process.
- g. Provide constructive, fair, and professional input to the Bonus Pool process.
- h. Allow each participant to speak at least once when discussing an employee before providing additional feedback.
- i. Discuss every employee and make sure that each employee receives written feedback.
- j. Remove all PDA's and cell phones from the deliberation areas. Outside disturbances should be kept to an absolute minimum.
- k. Practice e-mail discipline during Bonus Pool preparation and deliberations. If others have access to your inbox, turn it off during Bonus Pool time.

2. Bonus Pool Managers will identify alternates for the Bonus Pool panel before deliberations.

- a. Alternates must have completed DCIPS Performance Management and Bonus Pool training.

b. Alternates must attend all deliberations as non-voting members.

c. If an alternate is selected, he/she must remain on the panel for the remainder of the process.