

## **Compensation Plan Increase**

- 1.0 Purpose** To provide guidelines for the annual increase in pay that moves all employees through their respective salary range.
- 2.0 Applicability** To all regular full and part- time employees in established budgeted position.
- 3.0 Policy** The Compensation plan provides for a one step increase on the first year anniversary in that position. Increases will be awarded thereafter at three year intervals, on January 1 or July 1, depending on date of hire.
- 3.1 New Hires**
- A. New hires will be eligible for a one step increase after one year in the position. Subsequent increases will be awarded thereafter at three year intervals on January 1 or July 1, depending on date of hire.
- 3.2 Transfers / Reclassifications**
- A. An employee who transfers to another position at the same pay and same level of responsibility will have no change in anniversary date.
- B. An employee who moves to another position at a different pay and different level of responsibility will receive increases at three year intervals, on January 1 or July 1, based on years of service and anniversary date. This applies to promotions and demotions. Refer to section 7.5 (a) in ‘The Pay Plan’ policy.
- 3.3 Others**
- A. An employee who goes on leave without pay but remains on the payroll roster of the County would not receive credit for time during absence from work.
- B. Actual work time must be for twelve months for the first year increase and for thirty six months, depending on date of hire and anniversary date with the effective date of the increase occurring on January 1 or July 1.
- C. An employee hired, as a work against/trainee will receive a one (1)-step increase after one year in the position.
- 4.0 Plan** The Compensation plan provides for an increase to take effect January or July in that position based on the employee’s years of service.
- The effective date of all increases will be January or July or based on the actual date of hire. Employees hired during January thru June will receive an increase in July, and employees hired July thru December will receive an increase in January.

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The County Board of Commissioners reserves the right to terminate, decrease, increase or modify the compensation plan increases at its discretion at anytime. If terminated, no vested payment requirements shall exist after the termination date.