

## **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 four (4) year intervals, on anniversary date. (Revised 06-07-19)

### **3.1 New Hires**

A. New hires will be eligible for a one step increase after one year in the position, unless, years of service, was granted for comparable work experience. Then an increase will take place with the next step based on years. Subsequent increases will be awarded thereafter at four (4) year intervals on anniversary date.

### **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 an increase after one year in position and increases at four (4) year intervals, based on anniversary date in current position. Unless years of service was granted for comparable work experience. Then an increase will take place with the next step based on years. This applies to promotions and demotions.

### **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 (12) months for the first year increase and then every forty eight (48) months, depending on anniversary date.
- 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 on the anniversary date in that position.

The effective date of all increases will be the anniversary date.

The County Board of Commissioners reserves the right to terminate, decrease, increase or modify the compensation plan increases at its discretion at anytime.

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If terminated, no vested payment requirements shall exist after the termination date.