

PAY INCREMENTS

POLICY

An employee holding a position that has an approved minimum and a maximum rate of pay identified in a pay scale, may be granted annual increases in pay until he/she reaches the maximum for the position.

DEFINITIONS

“SAO” means Senior Administrative Officer

GUIDELINES

1. Annual increments are granted to employees in recognition of service and satisfactory performance.
 - 1.1. An employee may be granted one pay increment per year based on the employee’s performance until the maximum is reached.
2. A pay increment is directly related to performance and will not be processed unless a satisfactory performance appraisal is completed.
3. The increment date is based on the anniversary date of the employee’s employment and will be granted on the first day of the month in which the employee was hired.
4. Increment dates will be postponed by all leaves of absence with the exception of a leave of absence less than three months.
5. An employee’s increment may be withheld by the SAO based on poor performance.
 - 5.1. Employees must be notified in writing by the SAO if the increment is to be withheld.
 - 5.2. There must be sufficient documentation on the Employee’s Personnel File to warrant withholding the increment.
6. If the increment is to be withheld, the employee will be informed of the date of the next review which will be no later than twelve (12) months from the date the increment is denied.

ATTACHMENTS

N/A

REFERENCES

N/A