



Policy Title		Salary Progression	
Control Number	Policy Date	Revision Date	
HR005	06/04/2018	new	

Purpose

To establish the guidelines for salary step progressions within established salary ranges

Scope

Scotland County Regular Employees and Part-Time Employees working thirty-two (32) hour schedules

Eligibility

An employee who has completed his/her probationary period, or performance probation, as related to initial employment and/or promotion to a new position. In addition, the employee must be in good standing: no current corrective action or performance improvement plan; or no current or pending disciplinary action.

An employee demoted as disciplinary action is not eligible until the Disciplinary Action period is resolved.

The employee must have a current performance evaluation on file with a rating of at least "meets expectation" for the position.

Guidelines

Probationary Step

Upon completion of the probationary period, initial or performance, a step increase will be granted.

Incremental Steps


Incremental steps begin after the probationary step is completed. Step increases are based on two-year increments/anniversaries; provided all other eligibility requirements are met.

As of July 1 of each year, employees who have achieved the two-year increment/anniversary and currently meet all other eligibility requirements will receive the applicable step increase at the beginning of the first pay cycle following July 1.

Progressions beyond the maximum step of the salary range are not allowed.

The feasibility of this policy is related to budgetary allowances and subject to the annual availability of funds. The Board of Commissioners may rescind this policy at any time.



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Negotiated Increases

Other salary increases may be granted with the approval of the County Manager as applicable. Annual salary of an employee may be changed when increased duties and responsibilities warrant an increase. Such increases may not exceed the maximum of the salary range.

Reference

Scotland County Personnel Policy. Article III. The Pay Plan.