

ARTICLE V. PAY

Section 5.9 ~~MERIT AND~~ PAY INCREASES

~~Except for the six-month performance evaluation occurring during the probationary period, employees are eligible to receive a merit increase in connection with their annual performance evaluations commencing with the twelve-month evaluation. Whether a merit increase will be granted shall depend upon the accomplished written evaluation of an employee's job performance. Merit increase must be reviewed and approved by the County Manager. The merit program may be suspended based upon budgetary restrictions.~~

The Human Resources Office will be responsible for processing all salary/wage adjustments for County employees.

A Personnel Action Form will be completed by Human Resources for all salary/pay rate changes. The approved Personnel Action Form will be signed by the appropriate individuals and forward to the finance office for the payroll adjustment.

All across-the-board increases, including cost-of-living adjustments, will be effective on the first day of a pay week.

Pay rate changes such as ~~merit increases~~, step increases, grade increases, etc. will be effective on the first day of a pay week. Those pay changes based on an anniversary date or seniority date which falls from the first day of a pay week through Wednesday of that week will be effective as of the first day of that pay week. Otherwise the pay rate change will be effective on the first day of the next pay week.