



Personnel Policy

Salary Progression

Control Number

HR005.1

Policy Date

06/04/2018

Revision Date

07/16/2022

Purpose

To establish the guidelines for salary progression within established salary ranges

Scope

All regular, full time employees and budgeted thirty-two (32) hour employees

Eligibility

The employee must be in good standing: no current corrective action or performance improvement plan; or no current or pending disciplinary action. Eligibility will be restored at the next measurement period, following the resolution of the disciplinary action.

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

Guidelines

The measurement point for salary progression will be based on the date of hire.

Salary progression will not begin until the second year of continuous employment from the date of hire measurement point.

At the second anniversary of the date of hire, and each annual anniversary thereafter, the salary progression will be applied at a 1.25% increase, up to the mid-point rate of the range. After the mid-point rate is achieved, the salary progression will be applied at 1% each year.

There are no reinstatement rights under this policy. If an employee terminates and is rehired, that new hire date will be the new measurement period.

Progressions beyond the maximum rate 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.

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 Compensation and Salary Administration