

## 1604.6 Salary Plan Administration

A. Increases within salary schedule - Step advancement shall not be automatic, but shall be based upon satisfactory service and the affirmative recommendation of the department head.

1. Entry to Intermediate Level Advancement - Employees shall be eligible for advancement to the Intermediate level step of the salary schedule at the beginning of the payroll period nearest to their first anniversary of appointment at the Entry level step.

2. Intermediate to Journey Level Advancement - Employees shall be eligible for advancement to the Journey level step of the salary schedule at the beginning of the payroll period nearest to their first anniversary of appointment at the Intermediate level step.

3. Journey to Advanced Level Advancement - Employees shall be eligible for advancement to the Advanced level step of the salary schedule at the beginning of the payroll period nearest to their first anniversary of appointment at the Journey level step.

4. Advanced to Career Level Advancement - Employees shall be eligible for advancement to the Career level step of the salary schedule at the beginning of the payroll period nearest to their first anniversary of appointment at the Advanced level step.

5. Advancement Delayed by Leave of Absence - The granting of any leave of absence without pay exceeding fifteen (15) calendar days shall cause the employee's salary anniversary date to be correspondingly postponed. Any employee whose salary anniversary date is postponed as provided in this rule shall assume a new anniversary date accordingly.

6. Effective Date of Step Advancement - Unless a step advancement is delayed for unsatisfactory performance or interruption of service eligibility, the effective date of approved step advancements shall be the beginning of the pay period nearest to the employment anniversary date, regardless of the timeliness of completion of the employee's satisfactory performance evaluation.

B. Salary on Promotion - Any employee who is promoted shall receive a salary at the first step of the higher class or at the step which provides for at least 5% over his/her base salary prior to such promotion but not more than the top of the new schedule. The employee's new salary anniversary date shall be the date of the promotion.

C. Salary on Promotion - Advanced Step - Upon promotion of a full-time or part-time employee to a new class the employee has not held before, the appointing authority may recommend, based on the employee's extraordinary qualifications, that the

employee receive a salary step which is higher than that set forth in 1604.6 B. Under such circumstances, the Human Resources Director may authorize an advanced salary step up to Step 3. The County Administrative Officer May authorize an advanced salary step at Step 4 or Step 5.

D. Salary on Demotion - Any employee who is demoted to a lower classification shall be placed on the highest step of the new salary schedule which does not exceed the salary formerly received. The employee shall retain his/her salary anniversary date upon demotion.

E. Salary on Transfer - Any employee who has transferred from one position to another in the same classification shall be compensated at the same step in the salary schedule from which he/she transferred. The employee's salary anniversary date shall not change.

F. Salary Schedule Adjustments for Entire Classification

1. Any employee in a classification which receives a salary adjustment shall continue in the same step of the salary schedule and his/her salary anniversary date shall not change.
2. Prospective salary adjustments made to the salary specified for any class, (other than members of the Board of Supervisors and Justice Court Judges) shall apply to employees on extra-help or temporary appointments as well as employees with status.
3. Retroactive salary adjustments made to the salary specified for any class shall apply to temporary employees as well as employees with status, but shall not apply to extra-help employees.

G. Salary on Position Reclassification - The salary of an incumbent in a position which is reclassified shall be determined as follows:

1. Reclassification of a Person or a Position at the Same Salary Schedule - If the position or person is reclassified to a class which is allocated to the same salary schedule as the class of the position before reclassification, the salary and the salary anniversary date of the employee shall not change.
2. Reclassification of a Person or Position to a Lower Salary Schedule - If the position or person is reclassified to a class which is allocated to a lower salary schedule, the salary of the employee shall be changed to the step in the new salary schedule which is equal to the salary he/she was receiving in the original classification.
3. Y-Rating - If the person or position is reclassified to a class with a lower salary schedule and there is no equivalent step to which the employee could be

assigned in the new salary schedule, the employee's salary shall remain fixed until it can be placed on the salary schedule as indicated below:

a. Y-Rating at a Salary Above the Top of the New Schedule - If the fixed salary (Y-rate) is above the top of the new salary schedule, then it shall remain fixed until the top of the new schedule exceeds the fixed salary at which time the salary shall move with the top of the schedule. The employee's salary anniversary date shall not change.

b. Y-Rating at a Salary Below the Top of the New Schedule - If the fixed salary (Y-rate) falls between the steps of a new schedule, it shall remain fixed until the step below it becomes equal or exceeds the fixed salary, at which time the salary shall move with that step. The employee's salary anniversary date shall not change.