

I. PURPOSE

To summarize and explain the basic pay plan which consists of salary ranges and five salary steps and the timing of salary review.

II. POLICY

Salaries will be based on either the step system or the broad ranges.

A. Step System

1. Employees under this system will normally be hired at the minimum rate of the appropriate salary range called the first "step".
2. After six (6) months of competent service, the employee is paid at an increased rate, the second "step" of the salary range.
3. After twelve (12) months of competent service at the second "step", the employee is paid at a higher increased rate, the third "step".
4. After twelve (12) months of competent service at the third "step", the employee will be paid at a higher increased rate, the fourth "step".
5. After twelve (12) months of competent service at the fourth "step", the employee will be paid at a higher increased rate, the fifth "step".

Salary adjustments will occur on the first day of the pay period in which the required accumulation of months of competent service occurs.

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Hiring Rates and Salary Review, Continued

B. Broad Ranges (Unrepresented and Confidential Employees)

Certain classes of employees are paid on broad ranges. Salary increases within a broad range are based on an annual performance review and the Agency's established budget. The review and concurrence of the Division Director, and the Director of Human Resources are required.

Unrepresented and confidential employees will receive an annual salary review. These employees may be eligible for annual salary increases based on their performance and business circumstances.

An employee's initial salary is based on qualifications, experience and business need. Any appointment above the third step or above the mid-point of a range requires the review and concurrence of the Director of Human Resources and the General Manager.

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