

## ATTACHMENT A

### *A.1.11.2 Increases within Salary Range*

Effective January 1, 2022, an employee will be eligible for advancement to the next higher step in the salary range of his/her classification upon completion of twelve (12) months of 26 continuous service in his/her classification in a full-time permanently authorized position. The date of eligibility for advancement of a Unit Y employee to a higher step shall be determined by the time served since the employee's most recent date of appointment to his/her current step.

Within the first twelve (12) months of continuous service in a full-time permanent authorized position, an appointing authority may grant advancement to the next higher step up to step three (3) for Unit Y employees placed at salary step one (1) or two (2) of the salary range of their classification. In determining the appropriateness of advancing an employee above the initial step, the appointing authority should consider the criteria used for determining initial step placement.

The step advancement shall be effective at the beginning of the pay period within which the employee becomes eligible for the step advancement. If the County Administrative Officer determines that an employee failed to receive a step advancement on the date on which he/she was otherwise eligible due to administrative or clerical error, the Auditor Controller is authorized and directed to pay the employee the amount he/she would have received if the error had not been made. An employee in a broad banded classification shall not be eligible for regularly scheduled step increases. Rather, the salary of such an employee shall be adjusted upward or downward in the broad range subject to the discretion of the appointing authority based on performance and/or market factors of the applicable survey classification.

*Added 12/5/06; 06-018*

*Amended 9/25/07; 07-029*

*Amended 6/14/11; 11-173*

*Amended re broad banded: 2/14/12; 12-036*

*Amended; 02/08/22; 22-050*

*Amended; 04/8/23; 23-018*