

Attachment A
Personnel Policies and Practices Resolution No. 98-394
Amendment

A.4.1 Eligibility for Step Advancements

An employee will be eligible for advancement to any higher step in a salary range of his/her class upon completion of each year of continuous service in his/her class in a full-time permanent or seasonal position. The County Administrative Officer may, upon written request of the department head, authorize the step advancement of an employee on a date other than the step eligible date when he/she deems it to be in the best interest of the County. Pursuant to the NMC HR MOU Regarding Delegation of HR Functions, the NMC Chief Executive Officer may approve such action for employees employed by Natividad Medical Center.

During an employee's initial probationary period in that class, the appointing authority may grant advancement to any higher step in the salary range. In determining the appropriateness of advancing a probationary 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.

The granting of step increases shall be based on satisfactory performance and continuing job-related development by each employee. It shall be the prerogative of an appointing authority to withhold any employee's step increase upon his/her finding lack of satisfactory performance of normal job-related development by an employee. Withholding of step advancement shall not change the step eligible date.

An employee in a broadband classification, in unrepresented units, 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.