

## Step Increases

### 310.1 PURPOSE AND SCOPE

This policy establishes guidelines for step increases granted to all personnel.

### 310.2 AUTHORITY AND REFERENCES

- Executive Committee;
- Riverside County Ordinance No. 440;
- Memorandum of Understanding (MOU);
- Policy 320, Evaluation of Employees.

### 310.3 POLICY

Anniversary dates shall be determined pursuant to the applicable Memorandum of Understanding.

Every person employed in a regular position below the level of management shall be considered for a step increase based upon the appropriate anniversary date, except as may be otherwise provided. Step increases are granted only by the Chief Probation Officer upon the employee demonstrating satisfactory performance in the position.

Department managers shall be eligible to receive a step increase pursuant to Resolution Number 2015-245: A resolution between the County of Riverside and other agencies providing salaries and related matters for exempt management, management, confidential, and other unrepresented employees. The step increase procedures herein do not apply to managers.

### 310.4 STEP INCREASE PROCEDURES

- (a) Approximately three pay periods before the anniversary date of an affected employee, County Human Resources sends a "Department Step Increase Notice" form regarding the step increase to Probation Human Resources.
- (b) Probation Personnel Services sends a "Step Increase Transaction" form to the director of the division to which the employee is assigned.
- (c) The Division Director makes a recommendation on the "Step Increase Transaction" form to either approve or disapprove the increase. The "Step Increase Transaction" form must be returned promptly to Probation Personnel Services for processing.
- (d) Merit step increases must be coordinated with the department's ongoing employee performance evaluations to provide an objective basis for the recommendation.
- (e) Prior to the disapproval of a step increase, a below standards performance evaluation, as well as a Performance Improvement Plan, must be completed as described in policy 320, Evaluation of Employees.

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- (f) If the increase is disapproved, Probation Personnel Services will send a “Salary Increase Denial Notification” form to the Division Director. The employee must sign this form acknowledging notice of the disapproval and the reasons stated.
- (g) The Division Director, at least quarterly, will review the performance of any employee who has received a disapproval of a step increase. If the employee’s performance improves to a standard meriting granting of a step increase, the division director will so indicate on the “Step Increase Transaction” form. The “Step Increase Transaction” form must be returned promptly to Probation Personnel Services for processing.

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