



OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

POLICY TITLE: Pay Increases	AUTHORIZED BY:
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ISSUED: August 1, 1984	REVISED: December 1, 1998

I. General Statement

- A. This policy is established to define guidelines for consistent and equitable administration of salary advancements and adjustments and to inform employees and management of these guidelines.
- B. All actions under this policy are subject to the provisions of the Rules and Regulations of the Personnel Advisory Board. Specifically, this policy establishes departmental practice under sections 1 CSR 20-2.020(3) and 1 CSR 20-2.020(4) of these Rules and Regulations.
- C. The implementation and continuation of this policy shall be dependent upon the availability of sufficient funds to apply its provisions with consistency within a given fiscal year and must be supported within existing appropriations. Salary advancements should not create a "June rate" problem or a cost-to-continue problem. Discretionary salary advancements should not normally exceed 1% of the division's total personal service budget.

II. End of Probation Advancements

A. Original or Promotional Probation

Employees serving original or promotional probationary periods will receive end of probation advancements only if they are hired or promoted at the minimum step of the salary range for the classification, or at an established recruitment rate above the minimum. The effective date of such advancements will coincide with the date of regular appointment.

B. Reinstatement or Re-employment Probation

Employees serving reinstatement or re-employment probationary periods will be considered for a salary advancement at the end of probation when a statement of meritorious service is provided.

C. Definition of Probationary Period

The probationary period shall be defined by the appropriate sections of the Rules and Regulations of the Personnel Advisory Board. Among other provisions, these sections include the following provisions pertaining to the length of probationary periods (most of which are six months long):

- 1) employment on "unclassified" status does not apply to an employee's probationary period;



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- 2) under certain circumstances and with restrictions, the probationary period can be extended by the appointing authority for the purpose of further assessing an employee's work.

The policy of probationary advancements shall be a factor in setting the salaries of new employees. Except where special qualifications justify a higher rate, new employees shall be hired at a rate at least one step lower than current regular employees.

III. Discretionary Salary Advancements

- A. It shall be the policy of the Office of Administration to consider salary advancements of one step to regular employees whose service has been of meritorious quality. Examples of reasons for granting a discretionary salary advancement might include: one time exceptional performance over and above an employee's expected performance which contributes greatly to the goals of the division/department; completion of a project ahead of schedule; or consistent high quality work. The effective date of such advancements will be the first day of a month.
- B. Such discretionary salary advancements shall be granted upon the recommendation of the employee's supervisor and with the approval of the Division Director and the Commissioner.
- C. Selected increases should comport with the following guidelines:
 - 1) Increases should not normally exceed more than one uniform classification and pay step, or equivalent (approximately two percent).
 - 2) Increases should not be concentrated in a single category of employees (i.e. managerial, professional, clerical).
 - 3) Increases should be based on individual performance and not on seniority or membership in a particular occupation or group.
- D. No salary increase can be granted to employees on the maximum pay step for their classifications.
- E. These increases may be permanent or temporary, and are limited to one step within the range. Temporary increases may be granted for a period of one to six months. In the case of a temporary salary advancement the employee must be notified of the length of the increase, the reason for its award, the specific date of the termination of increase and the salary to which the employee will revert. A sample letter is included with this policy and must be



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signed by the division director and employee prior to the date of the temporary salary advancement.

- F. Care shall be taken that work standards applied in defining meritorious service be as objective as possible and that all groups and classes be considered for such advancements.

IV. Pay Plan Revision Adjustments

- A. It shall be the policy of the Office of Administration to implement revisions in the Merit System Pay Plan in the method prescribed for Merit Agencies. A general structure pay plan revision will be implemented to all employees on the effective date of the revision.
- B. In instances in which the Office of Administration has established an agency recruitment rate above the minimum step for a classification affected by a pay plan revision, such recruitment rates will be adjusted by the same step as the minimum step for the class, in the case of a general structure pay plan revision. This revision of the recruitment rate will insure that a pay plan revision does not create pay inequities within a classification.
- C. In instances in which a pay plan revision or position classification action places an employee's salary between steps of the established range, the employee's salary will be adjusted to the next higher step.

V. Increases for Assuming Additional Duties on a Temporary Basis

- A. Such increases shall be granted with the approval of the Division Director and the Commissioner.
- B. The effective date of such advancements will be the first day of a month.
- C. Such administrative circumstances will be evaluated on an individual case basis and the primary factor to be considered will be the fairness and equity of the proposed increase.
- D. No salary increase can be granted that moves an employee beyond the maximum pay step for their classification.
- E. These increases are to be granted on a temporary basis. The employee must be notified of the length of the increase, the reason for its award, the specific date of the termination of increase and the salary to which the employee will revert. A sample letter is included with this policy and must be signed by the division director and employee prior to the date of the temporary salary advancement.



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Sample Letter for Temporary Salary Advancement

Employee Name
Division
Office of Administration
Jefferson City, Missouri

Dear Employee Name:

Congratulations! In recognition of (reason for salary advancement) you are being awarded a temporary salary increase from _____ to _____ effective _____. In order to enable me to award this increase you must agree to accept a voluntary salary decrease effective _____. This action will return your salary to its present level adjusted by any regularly scheduled pay plan increases.

Thank you for all your hard work for the Division of _____. The dedication of employees like you make OA a Great Place to Work!

Sincerely,

Jane Doe
Division Director

I understand the intent of this temporary salary advancement is to provide me with an increased salary for a period of (number of months). I hereby agree with the conditions of this increase and hereby accept a voluntary decrease in salary to _____ effective _____.

Employee Name

Date