

Procedure Title:

TIMEKEEPING/PAYROLLPROCEDURE NUMBER: **480**

Policy Title:

Salary Increases

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. Although a salary adjustment never automatically follows a performance review, if a review cannot be completed prior to the employee's anniversary date and salary adjustment is in order, it will be made retroactive to the anniversary date, unless expressly stated to the contrary at the time of evaluation. Any salary increase will be effective the first full pay period after the qualifying event.

NOTES: