



Salary Increases

Salary increases are dependent on your pay plan. The types of pay plans are:

- General Step Pay Plan
- Physician Pay Plan
- Management Appraisal and Performance Plan

General Step Pay Plan

The step pay plan is intended to increase an employee's pay in steps as he or she acquires experience. Most County employees are paid on the County Standardized Salary Schedule. A number-and-letter combination is used to define the pay level. The number is referred to as the schedule, and the letter is referred to as the level. For each schedule and level there are five steps, which are approximately 5.5 percent apart.

A few classes are paid on an alternate salary grid. The pay level and the number of steps are identified for each item by the Board of Supervisors. Steps may be in increments of more or less than the standard 5.5 percent.

Step Anniversary Date

Employees normally are initially placed on the first step in the salary schedule for their classification, although some classifications begin at higher steps. Future steps are granted on the employee's step anniversary date, which is usually one year from the appointment date.

The step anniversary date is always adjusted to fall on the first day of a month. If the date of appointment to the class is from the 1st to the 15th of the month, the step anniversary date is set to the 1st of that month. If the appointment date is from the 16th to the end of the month, the step anniversary date is set to the 1st of the following month.

Step Advances and Salary Adjustments

Step advances are granted, usually at one-year intervals, until the top step approved for the class is reached. The top step is usually the fifth step, but some classes are paid on a range with more or fewer than five steps. Step advances are granted only if the employee's current annual performance evaluation is rated "Competent" or better.

In addition to step advances, salaries are adjusted periodically by the Board of Supervisors or through negotiations with labor unions to ensure County salaries are sufficient to attract and retain quality employees. All adjustments must be approved by the Board of Supervisors.

Physician Pay Plan

Physicians are paid on a separate salary grid, called the Physician P Schedule, with 13 steps for each level and 14 different salary levels. Each physician classification and specialty is assigned a salary level approved by the Board of Supervisors. The beginning step varies with each physician, normally based on prior experience.

Management Appraisal and Performance Plan

The Management Appraisal and Performance Plan (MAPP) is the pay plan for top management and high-level staff positions. Under this pay plan, salary increases are linked to performance.

The MAPP Salary Structure Table contains no specific steps. Instead, the grid consists of a broad range, with the mid-point of each range called the control point. Employees move through the range based on performance and periodic adjustments to ensure the salary range is appropriate for each class. The salary range is established for each class by the Board of Supervisors.

Generally, upon appointment, an employee can be placed anywhere along the salary range as determined by the department head. However, there are various rules to be followed and approvals obtained before placement above the control point or placement resulting in a large percentage increase can be made.