



JOB AIDS AND RESOURCES Sample Policy – Pay for Employees Appointed at the Range Minimum (Full Use)

SAMPLE POLICY (Full Use) – PAY FOR EMPLOYEES APPOINTED AT THE RANGE MINIMUM

POLICY:

In accordance with Civil Service Rule 6.31 (Pay for Employees Appointed at Range Minimum), the Department may grant a 2% base pay increase for eligible employees appointed at the minimum of the pay range.

PURPOSE:

The purpose of this policy is to assist the Department in the recruitment and retention of all employees.

APPLICABILITY:

This policy shall apply to all employees of the Department of _____ hired on/after July 1, 2012.

PROCEDURES:

1. ELIGIBILITY REQUIREMENTS:

In order to be eligible for payment under this policy, an employee must meet the following conditions.

- A. Serves in **job, probational or permanent** appointment status.
- B. Appointed at the minimum of the pay range. (Employees appointed under C.S. Rule 6.5 (b) are not eligible under this policy).
- C. Served at least six (6) months in the appointment.

2. PAYMENT CONDITIONS:

- A. Payment may only be granted within twelve months of the effective date of the employee's eligible appointment.
- B. The employee shall be serving in the same appointment that made him eligible under this policy on the date the payment is granted