
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 507
EFFECTIVE DATE: 11/10/08
REVISED: 08/02/11
01/02/18
07/07/20
AUTHORITY: BOC
COUNTY MANAGER: AO

SUBJECT: SCHEDULED SALARY STEP ADVANCEMENT

I. Purpose:

To establish a policy on scheduled salary step advancement and the withholding of advancement.

II. Policy:

2.1 Step Advancement Authorized

- a. An employee who is currently not paid at the top step of the salary range for his/her class is normally eligible for step advancement on his/her anniversary date. Raises in salary resulting from step advancements are based on longevity and satisfactory performance, and are not automatic. Step advancements may be granted only upon a finding by the department head or supervisor that the employee meets all of the performance requirements of the position and complies with all of the employer's rules, regulations, and policies. An employee who is determined to be eligible for step advancements shall move to the next highest step within the salary grade range.
- b. Salary step advancements are administered by the Manager, department head, or supervisor subject to the validation of the Personnel Director and/or Administrative Officer that there is adequate documentation that all requirements have been met. Peer evaluations shall not be considered in evaluating an employee's performance for purposes of this policy.
- c. The Board of County Commissioners has authority per NRS 245.045 and NRS 4.040 to establish the salaries of all appointed county and elected officers and employees by the enactment of a resolution.
- d. If a performance evaluation is not completed within 30 day of the of the employee's anniversary date it shall be considered a satisfactory performance evaluation and the Personnel Director/Administrative Office shall authorize a step advancement retroactive to the employee's anniversary date.

2.2 Anniversary Date/Step Advancement

- a. The date on which an employee becomes eligible for consideration for step advancement is known as the anniversary date.

When approved in-writing, step advancements will become effective on the employee's anniversary date.

- b. A promotion and reclassification to a class with a higher salary range shall establish a new anniversary date.
- c. A demotion, reclassification to a class with a lower salary range, or lateral transfer shall not establish a new anniversary date.
- d. Casual employees (less than part-time) will be eligible for a step advancement once they have worked 1039 hours. When approved in writing, the step advancement will become effective when the employee has worked 1039 hours.

2.3 Withholding of Step Advancement

- a. ***Job Performance.*** When the department head, supervisor, or County Manager has determined that the job performance of an employee is less than satisfactory or below expectations, the step advancement shall be withheld. The employee's performance shall be documented, in-writing, and state the reason(s) upon which the decision was based, and a prescribed remedy to improve the employee's performance and a copy of the documentation provided to the employee by the department head, supervisor, or County Manager.

The Personnel Director and/or Administrative Officer may approve step advancement at the beginning of any pay period upon finding that the employee now meets the qualifications for advancement, if within 90 days of the original anniversary date. The employee's anniversary date shall be adjusted to the date on which the step advancement is actually granted. If step advancement is not granted in the interim, the employee shall be considered for step advancement on the next anniversary date.

- b. ***Unpaid Leave of Absence.*** An employee's eligibility for consideration for step advancement shall be delayed by temporary layoffs or unpaid leaves of absence in excess of 15 working days during the 12 month period following the employee's last step advancement. The employee's anniversary date shall be adjusted by the total number of days on unpaid leave.

2.4 Flat Rate Salaries and Wages

Certain job classifications may be assigned to flat rates of pay in the compensation plan. Employees in classifications assigned to a flat rate of pay are not eligible for step increases.

III. RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.