



COMPENSATION

POLICY NUMBER: _____

TITLE: PROBATIONARY STEP POLICY

EFFECTIVE DATE: FEBRUARY 15, 2010

PROBATIONARY STEP

New Hires

All newly hired employees of the County must begin their employment at the Probationary Step 0 salary level. After the employee's probationary period is completed (usually 6 months unless extended), the salary level will be increased to the Step 1 salary level. If probationary period is extended, Step 1 salary level will not be granted until employee is off probation.

Probationary Step and Change of Status

A Change of Status form will need to be submitted by the department to initiate the change from Step 0 to Step 1. The department is responsible for initiating the Change of Status to place the employee off probation. Change of Status placing the employee off probation will be effective the next full pay-period after receipt of the Change of Status form by Human Resources Department. No retroactive payments will be allowed if the department fails to submit the Change of Status form timely.

Exceptions

The following positions are exempted from the Probationary Step and may be hired at the Step 1 salary: attorneys and licensed medical professionals (Registered Nurses, Licensed Vocational Nurses, Nurse Practitioners, and Midwives).