

TOWN OF NEEDHAM

STEP INCREASE PAYMENT POLICY #408

1. PURPOSE AND SCOPE

The purpose of this policy is to outline eligibility for and procedural requirements relating to payment of step rate increases.

2. APPLICABILITY

This policy applies to all full-time and permanent part-time General Government employees who are eligible for step rate increases. Employees whose employment is governed by Civil Service Law or collective bargaining agreement are subject only to those portions of this policy which are not specifically regulated by law or agreement. Step increases for management employees are governed by Personnel Policy #512.

3. DEFINITIONS

Refer to Section 8.3 of the Personnel By-law for the definition of commonly used words.

4. POLICY

At the completion of 52 weeks of continuous employment in one position, and upon receipt of a satisfactory performance evaluation on an appraisal form as required by the Personnel Board, full time and permanent part time employees may advance to the next step in grade until reaching the maximum rate set forth in the applicable schedule for their position class. Increases in compensation are permissive and not mandatory.

5. PROCEDURES

5.1 Approvals Department managers or appointing authorities wishing to grant a step increase must submit a written request for approval, in the form of a Personnel/Payroll Action Form. Such request must be approved by the Town Administrator/designee to ensure compliance with the applicable compensation plan.

5.1 Step Increase Payment Date For payroll purposes, the date of payment for annual satisfactory performance step increases, will be the closest preceding Sunday to the actual date of next step. The Employee's actual date of next step will remain the date that the employee is entitled to the step rate increase.

5.2 Changes in Compensation Employees whose compensation rate changes as a result of promotion, reclassification, merit, or other reason except for general wage increases shall have their date of next step, if applicable, adjusted accordingly.

5.3 Leaves of Absence An employee who elects an unpaid leave of absence for more than ten days per fiscal year shall have his/her next step date (if applicable) adjusted by the number of calendar days spent on unpaid leave.

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Effective July 1, 2000