MACOMB COUNTY
HUMAN RESOURCES POLICY

WAGE ADMINISTRATION

Increments
Upon the completion of thirteen (13) consecutive bi-weekly pay periods of satisfactory
job performance and attendance, and each consecutive thirteen bi-weekly pay periods
thereafter, an employee may be eligible to receive one (1) normal wage increment within
the established salary range, until the employee has reached the maximum of his/her
salary range.

All increments must be approved by the respective Elected Official/Department Head
before becoming effective. Disapproval of an increment by an Elected
Official/Department Head shall be made in writing, stating the reason(s) for such
disapproval. The employee and Human Resources and Labor Relations shall be provided
a copy of all disapprovals.

Promotions
When the County has authorized a promotion pursuant to current Human Resources
Policy, Human Resources and Labor Relations will implement the authorized change(s) as
follows: 1) the affected employee shall be granted a 5.0% salary adjustment added to
current salary, 2) the affected employee will then be granted the additional dollars
necessary to move the employee to the next immediate higher step in the new salary
schedule. An alternative salary adjustment amount shall only be processed as authorized
by Human Resources and Labor Relations. The implementation of such change will
coincide with the effective date of the authorization.

Approved:

[Signature]
Office of County Executive

Approved: December 13, 2017