

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:



Office of County Executive

Approved: December 13, 2017