

Step Increases

310.1 PURPOSE AND SCOPE

This policy establishes guidelines for salary range increases granted to all personnel.

310.2 AUTHORITY AND REFERENCES

- Riverside County Ordinance No. 440;
- Riverside County Classification and Compensation;
- Applicable Memorandum of Understanding (MOU);
- Policy 320, Evaluation of Employees; and,
- Resolution Number 2021-095

310.3 POLICY

Anniversary dates shall be determined pursuant to the applicable Memorandum of Understanding.

Every person employed in a regular position below the level of management shall be considered for a salary range increase based upon the appropriate anniversary date, except as may be otherwise provided. Salary range increases are granted only by the Chief Probation Officer upon the employee demonstrating satisfactory performance in the position.

Department managers shall be eligible to receive a salary range increase pursuant to Resolution Number 2021-095: A resolution between the County of Riverside and other agencies providing salaries and related matters for exempt management, management, confidential, and other unrepresented employees. The salary range increase procedures herein do not apply to managers.

310.4 SALARY RANGE INCREASE PROCEDURES

- (a) Approximately three pay periods before the anniversary date of an affected employee, County Human Resources sends a "Department Salary Increase Notice" form to Probation Human Resources.
- (b) Probation Personnel Services sends a "Salary Increase Transaction" form to the director of the division to which the employee is assigned.
- (c) The division director makes a recommendation on the "Salary Increase Transaction" form to either approve or disapprove the increase. The "Salary Increase Transaction" form must be returned promptly to Probation Personnel Services for processing.
- (d) Merit increases must be coordinated with the department's ongoing employee performance evaluations to provide an objective basis for the recommendation.
- (e) Prior to the disapproval of a salary range increase, a below standards performance evaluation, as well as a Performance Improvement Plan, must be completed as described in policy 320, Evaluation of Employees.

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- (f) If the increase is disapproved, Probation Personnel Services will send a “Salary Increase Denial Notification” form to the division director. The employee must sign this form acknowledging notice of the disapproval and the reasons stated.
- (g) The division director, at least quarterly, will review the performance of any employee who has received a disapproval of a salary range increase. If the employee’s performance improves to a standard meriting a salary range increase, the division director will so indicate on the “Salary Increase Transaction” form. The “Salary Increase Transaction” form must be returned promptly to Probation Personnel Services for processing.

Date last reviewed: 08/20/2021

Date(s) revised: 08/20/2021; 06/13/2016; 06/08/2010; and, 01/02/2002

Created:07/01/1986

Attachment(s):

1. [Riverside County Ordinance 440](#)
2. [Riverside County Classification and Compensation](#)
3. [Riverside County MOUs](#)
4. [Resolution Number 2021-095](#)