

# MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

MERIT SALARY INCREASE			
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<b>POLICY NO.</b>	4.6	<b>EFFECTIVE:</b>	01/02/2024
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When budgeted by the Board, merit-based pay adjustments may be determined by the County Administrator based on the performance system referenced above, in an on-going effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors including the information documented by the formal performance evaluation process. These salary increases should not be confused with length of service increases and thus awarded sparingly.

- A. It is County policy to provide eligible employees with opportunities for annual merit salary increases based upon receiving a satisfactory or better performance evaluation provided sufficient County funds are available. A merit increase is not an entitlement, nor a right of employment, nor an integral part of the pay system to be awarded automatically. Rather, it is an expression of management recognition of the ability, the performance and the potential worth of the employee to the County.
- B. Annual merit salary increases are based upon an eligible employee receiving a satisfactory or better performance evaluation, positive recommendation by the supervisor and approval by the County Administrator.
- C. Each eligible employee may be advanced through the pay grade on the basis of performance until the maximum of the pay grade is reached.
- D. All submissions for merit salary increases shall be accompanied by the completed performance evaluation.
- E. Eligibility:
  - 1. The following employees are eligible to be considered for annual merit salary increases based on satisfactory or better performance in accordance with this policy:
    - a. Regular full-time employees; and,
    - b. Regular part-time employees who work a minimum of 20 hours per week.
  - 2. Eligibility for merit salary increases shall not be affected by:

- a. Salary adjustments due to change in hours of work;
- b. Revisions made to the Compensation Plan;
- c. Promotion, transfer and demotion; and,
- d. Satisfactory completion of active military service in accordance with the Military Leave Policy.