

<b>COUNTY OF PRINCE GEORGE PERSONNEL POLICIES</b>  Prince George, Virginia	<b>POLICY NUMBER:</b> 13.1 through 13.2	Page 1 of 1
	<b>SUPERSEDES:</b>	<b>DATE ISSUED:</b> January 1, 2006
<b>SUBJECT:</b>  <b>Merit and Administrative Increases</b>	<b>AUTHORIZATION:</b> Adopted by the Board of Supervisors December 13, 2005; to become effective January 1, 2006	

### 13.1 Merit Increase

An annual salary increase shall be considered, based on merit, in accordance with guidelines established by the County Administrator and contingent upon an annual appropriation of funds by the Board of Supervisors.

Only employees who attain an acceptable annual performance appraisal per these guidelines will be eligible for a merit increase. However, employees who have reached the maximum salary of the assigned pay grade or are still in the probationary period are not eligible for a merit increase.

A Department Director may recommend an administrative salary increase for an employee who completes his/her probationary period after the general merit date for other county employees.

### 13.2 Administrative Increase

An administrative increase shall be defined as a salary increase that is given within the pay range of a class to an employee for any of the following reasons:

1. For displaying exceptionally outstanding or meritorious service.
2. To correct a demonstrated inequity in pay arising out of personnel actions or market condition impacting one of more employees.
3. For other exceptional circumstances as determined by the County Administrator.

Employees may be recommended for an administrative increase upon submission of a letter of justification by the respective Department Director to the County Administrator. An administrative increase shall only be awarded to full-time or part-time regular employees.

The County Administrator has the authority to approve or reject a request for an administrative increase within the constraints of the department's budget.