



MERIT INCREASES – SUPPORT STAFF

Policy E.4.C

Support staff are eligible for an annual merit increase until such time as they reach the top step of their salary scale. A merit increase is an increase in the rate of pay within the established salary scale which shall be granted in recognition of satisfactory service.

Adopted September 1, 2009	Revised November 5, 2013	
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Regulation E.4.C-R

1. The effective date for an employee's merit increase shall be the first day of the bi-weekly pay period that includes the employee's anniversary date.
2. Where a merit increase is not to be granted to an employee on the date they become eligible, the employee shall be notified of the merit increase denial on or before the applicable anniversary date.
3. Where a merit increase is not granted to an employee on the date they become eligible, the merit increase may be granted to the employee effective at any subsequent anniversary date which is not less than three (3) months from the anniversary date following the date when the reason(s) for refusing the merit increase is remedied and ceases to exist.
4. Where a merit increase is not granted to an employee on their anniversary date, the employee is eligible for a merit increase at any subsequent anniversary date notwithstanding they were granted a merit increase under section 3.
5. The Board shall be notified through a personnel report presented by the Chief Superintendent of evaluations that are outstanding in excess of three (3) months.

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