

CITY OF TUMWATER  
POLICY MANUAL – PART 1: PERSONNEL POLICIES

SECTION 5  
EMPLOYEE POSITION CLASSIFICATION & SALARY PLAN

5.04.02      Merit Increases - Regular Status Employees

- a)      When a regular status employee has performed satisfactorily, as determined through the Performance Evaluation process, a merit increase may be granted at the completion of six (6) qualified months of service from the employee's anniversary date, but not before the satisfactory completion of the employee's initial six-month probationary period.

In the case of an employee placed at the time of hire above Step One of the pay range, the initial in-class merit raise will be considered upon the completion of twelve (12) months in class and at 12-month intervals thereafter until the employee reaches the top step of the range.

- b)      The annual merit increase date for an employee will change only if: 1) the employee is promoted or otherwise moved to a position assigned to another job class and is required to serve a trial performance period; 2) the employee receives a merit step adjustment as authorized by the City Administrator; or 3) the employee has used more than 15 calendar days of leave without pay in one month. For each month in which more than 15 calendar days of leave without pay has been used, the employee's annual merit increase date shall be advanced by one month.

5.04.03      Performance Based Salary Awards

- a)      In order to recognize and promote excellence in public service among City employees, two methods of providing performance based salary awards shall be available: