

ARTICLE ELEVEN

MERIT PROCEDURES FOR LONGEVITY/MERIT STEP INDEX

1. **Salary Based upon Longevity and Merit:** A regular employee's salary will be determined based upon successful job performance and years of loyal service to the County.
2. **Salary Determination or Adjustments:** Unless specifically stated otherwise, an employee will have their salary determined or adjusted by multiplying the Base Rate for their classification as specified on the Classification System-Basic Salary Schedule by the Index Rate on the table below as determined by their Service Computation Date (SCD), consistent with the applicable sections of this Article.

LONGEVITY/MERIT STEP INDEX:				
Number of Years Service	Index Rate		Number of Years Service	Index Rate
Less than 1	1.0000		16	1.3800
at least 1	1.0500		17	1.3950
" 2	1.1030		18	1.4100
" 3	1.1580		19	1.4250
" 4	1.2160		20	1.4400
5	1.2160		21	1.4550
6	1.2300		22	1.4700
7	1.2450		23	1.4850
8	1.2600		24	1.5000
9	1.2750		25	1.5150
10	1.2900		26	1.5300
11	1.3050		27	1.5450
12	1.3200		28	1.5600
13	1.3350		29	1.5750
14	1.3500		30	1.5900
15	1.3650			

3. **To Determine an Employee's Monthly Salary:**
 - a.) Determine the number of years of service an employee has completed based on their Service Computation Date (SCD).
 - b.) Refer to the "Number of years Service" column; go to the number of years of service that an employee has completed, and locate the "Index Rate" immediately to the right.
 - c.) Refer to the Classification System – Basic Salary Schedule and find the current title of their position. Multiply the corresponding Index Rate by the Base Rate for the employee's classification.
 - d.) Round up to the nearest whole dollar.
4. **To Determine an Employee's Hourly Rate:**
 - a.) Determine the Monthly Salary from above.
 - b.) Take the Monthly Salary and multiply it by twelve months.
 - c.) Divide the total by 2,080 average work hours in a year.
 - d.) Use standard rounding to the nearest whole penny.
5. **Service Computation Date (SCD) and Index Rate Determination:** A regular employee's Service

Computation Date (SCD) determines their Index rate. The SCD is computed by adjusting the employee's current hire date for any prior service with the County as a regular employee, and for any Leave Without Pay (LWOP).

- a. The employee's SCD does not affect or determine their probationary period or when they receive performance evaluations.
6. **Salary Anniversary Date (SAD) For Merit/Longevity Index Rate Adjustments:** The employee's Salary Anniversary Date (SAD) will be the first day of the month the following their SCD (instead of their position date or hire date). However, if their SCD is within the first 3 calendar days of the month, their SAD will be the first day of that month in which they are hired.
- a. Longevity/Merit Step Index increases will occur automatically on the employee's SAD, unless the Personnel Department is notified at least 30 days in advance that the employee has received an evaluation that is less than Meets Standards and is on a Performance Improvement Plan (PIP). If an increase is withheld, due to a PIP, it will not be approved until the Department notifies the Personnel Department that the employee's performance at least meets standards.
7. **Prior Service:** The number of calendar days between a current employee or applicant's previous hire date and termination dates with the County of Yuba as a regular employee. If when applying the employee's prior service credit on a calendar day basis, it results in a date which falls within the first three calendar days of the month, the employee will be given credit for that entire month. Should the application of prior service on a calendar day basis result in a date other than the first three calendar days, the employee's adjusted SCD will be the first day of the following month.
8. **Leave With Out Pay (LWOP):** LWOP will be computed in either one of two ways.
- a.) Effective January 1, 2004, each accumulated eight hour increment of LWOP from work (i.e. excluding nonscheduled work days such as weekends) will reduce an employee's SCD by one day (i.e. Move their SCD forward one day). or,
 - b.) Prior to January 1, 2004, the granting of any leave of absence without pay exceeding fifteen (15) calendar days shall cause the regular employee's salary anniversary date to be postponed (moved forward) a number of months equal to the nearest whole number of months for which the leave was taken. All such calculations shall be based on the number of calendar days of such leave.
9. **Advanced Index Rate Hires (external recruitments only):** When it is necessary to attract the best qualified applicants to a critical position or when an applicant's prior experience justifies, the Department Head is authorized to hire a new employee at an Index Rate equivalent to completion of up to two years of service (Index Rate 1.1030). At the request of the Department Head, the Board of Supervisors may approve the appointment of a new employee at an Index Rate equivalent to completion of up to four years of service (Index Rate 1.2160). The employee will be given a Temporary SCD adjusted to reflect completion of from one to four years of prior service. The employee's SCD will be temporarily adjusted to reflect the advanced Index Rate.

A regular employee who is granted an Advanced Index Rate will continue to receive annual Index Rate increases until their Index Rate equals 1.2160 (equivalent to four years of service). At that point, the employee will not receive any Index Rate increases and the employee's salary Index Rate will be 'frozen' until the employee has completed six years of County service based upon their actual SCD.

10. **Promotions:** When an employee is promoted to a classification with a higher Base Rate the employee will have their salary adjusted by multiplying the Base Rate for their new classification as specified on the Classification System-Basic Salary Schedule by the Index Rate as determined by their Service Computation Date (SCD). However, if an employee was hired at an Advanced Index Rate and received a Temporary SCD, they will continue to receive annual Index Rate increases until their Temporary SCD equals completion of the equivalent of 'at least' four years of service or an Index Rate of 1.2160. At that point, the employee will not receive any Index Rate increases and the employee's Index Rate will be 'frozen' until they are eligible to advance on the Longevity/Merit Step Index based upon their actual SCD.
11. **"Y-rated" Salary:** If a management directed action or an ADA accommodation results in a regular employee being downgraded to a classification with a lower Base Rate, the employee's salary will be 'Y-rated' (frozen). The employee's salary will continue to be "Y-rated" until their salary as defined in Article 11, Section 2, 3 & 4, is equal to or greater than the "Y-rated" salary. If an employee does not successfully pass a probationary period, and is eligible to return to their former position, their salary will be computed as normally defined in Article 11, Section 2, 3 & 4.
12. **Salary Upon Transfer:**
 - a.) When an employee transfers from one position to another position within the County their salary shall be determined by multiplying the base salary of the classification they have transferred to by the appropriate index rate consistent with their SCD and other applicable sections of these rules.
13. **Salary Upon Reclassification:**
 - a. **No Change:** When a reclassification results in no change to the base rate of the classification, there will be no change to the employee's salary.
 - b. **Higher Class:** If a reclassification results in an employee's position being assigned to a classification having a higher base rate of pay, their salary shall be determined consistent with Section 8.
 - c. **Lower Class:** If a reclassification results in an employee's position being assigned a lower classification having a lower base rate of pay, their salary shall be determined consistent with Section 11.