

207 Status Date

Effective Date: 05/07/2018

We recognize everyone has two distinct anniversary dates – a “hire anniversary” and an “in grade” or “status” date. We use these status dates to determine your anniversary date and when step salary adjustments become effective.

A “hire anniversary” date reflects the date you began employment with us and is useful in determining benefits such as sick leave, annual leave and years of service. The “hire anniversary” date remains constant throughout your uninterrupted employment regardless of promotions, demotions or transfers within the County. A “hire anniversary” date may be adjusted to compensate for a leave of absence or some other similar interruption to employment.

An “in grade anniversary” or “status” date reflects the actual date you assume a particular position within a pay grade. At the start of employment, the “hire anniversary” and “in grade anniversary” will be identical and remain as such, until you are promoted or demoted, and then a new “in grade anniversary” date will be established. “In grade anniversary” dates are not established for lateral transfers.

Department Heads shall ensure that any changes to “in grade anniversary” date or “status” date for any particular employee are made timely by completing the appropriate paperwork, including a staff requisition form, vacancy notice, and salary request form, and submit it to the Human Resources Department at the time of salary change.