

STATUS DATE 207

Effective Date: 02/01/2016

The purpose of this policy is to explain the method used for determining an employee's anniversary date upon which step salary adjustments become effective. It is recognized each employee has two distinct anniversary dates – a “hire anniversary” and an “in grade” or “status” date.

A “hire anniversary” date reflects the date the employee begins employment with Cass County and is useful in determining benefits such as sick leave, annual leave and years of service. The “hire anniversary” date remains constant throughout an employee's 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 an employee assumes a particular position within a pay grade. Upon an employee's start of employment, the “hire anniversary” and “in grade anniversary” will be identical and remain as such, until the employee is promoted or demoted, and then a new “in grade anniversary” date will be established. “In grade anniversary” dates are not established for lateral transfers.

It is the responsibility of each department head to ensure that any change of an employee's “in grade anniversary” date or “status” date accurately reflects the date upon which employee is promoted or demoted to a different employment position. This is done 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.