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SUBJECT: STATUS DATE (DEFINED)

EFFECTIVE DATE: JUNE 15, 1998

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

A "hire anniversary" date reflects the date an 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 employees uninterrupted employment with Cass County regardless of promotions, demotions or transfers within Cass County government. 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. The purpose of the pay grade/step salary system used by Cass County government is to acknowledge an employee's experience and compensate an employee according to the experience in a particular job classification by utilizing a step system for salary increases. An "in grade" or "status" date is used to determine the date upon which employee becomes entitled to salary increases based upon steps. Upon an employee's initial employment with Cass County government, the "hire anniversary date" and the "in grade or status anniversary date" will be identical and will remain identical until such time as an employee is promoted or demoted, at which time a new "in grade" anniversary date will be established. The "status" date does not change 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 and filing the same with the personnel office at the time the salary change is made. The appropriate paperwork shall include a staff requisition form, vacancy notice and salary request form utilized by Cass County government.

In the event of delay in establishing a correct "in grade" or "status" date and upon a showing of good cause, an employee is entitled to use the fair treatment procedure as outlined in Personnel Policy 4.50 to review the "status date" by a period up to but not exceeding 180 days.