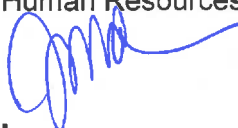


MEMORANDUM

November 5, 2018

TO: All Agency/Department Heads and Departmental Human Resources Officers
FROM: Joe Angelo, Director, Human Resource Services 
SUBJECT: **Process for Recommending Deep Class Merit Increases**

The purpose of this memorandum is to affirm the deep class pay administration as provided in Article 3 of the County's Salary Ordinance for employees who are in a classification with a deep class salary range:

- Article 3 of the County's Salary Ordinance sets forth the method of compensation for employees who are in a classification with a deep class salary range.
- The timing of movement on the deep class salary range generally follows the same timeframe as a step class. However, any merit salary increase within a deep class salary range is ultimately at the discretion of the Agency/Department Head, and in accordance with the Salary Ordinance, may be subject to approval by the Director of Human Resource Services and/or the County Administrator's Office.

Contingent on satisfactory job performance, deep class salary merit increases should generally follow the same timing as increases for step classes. The timing for step classes are as follows:

- Original appointment shall be at the rate designated under the first step.
- After an incumbent completes thirteen (13) full bi-weekly pay periods of continuous full-time service in the same classification at the first (1st) or second (2nd) step, the incumbent advances to the next step.
- After the incumbent completes twenty-six (26) full biweekly pay periods of continuous service in the same classification at the third (3rd) or fourth (4th) step, the incumbent shall advance to the next step.

An Agency/Department Head has the discretion to recommend a deep class salary merit increase on a different timeline than indicated above. If the timeline and percentage rates vary from the general timeline of a step increase, further approval by the Director of Human Resource Services and/or the County Administrator may be required per the respective provision in Article 3 of the Salary Ordinance. Please be aware that while an Agency/Department Head may also choose to refrain from recommending a salary merit increase (based on the timeline above), it is recommended that the employee receive a performance evaluation that reflects the reasons for such recommendation.

- When recommending a deep class salary merit increase for an employee, the Agency/Department Head must complete an Employee Transaction Form (ETF) and a memorandum to the Director of Human Services affirming the recommendation. Please note that when recommending the deep class merit increase (and if indicated in the respective

Salary Ordinance provision, the “*Request for Approval of Recommendation for Salary Increase per Salary Ordinance Requirements*” (Attachment 1)) the Agency/Department Head may also be required to attach a copy of the completed performance evaluation. If the relevant Salary Ordinance provision does not require the submission of a completed performance evaluation along with the recommended salary merit increase, it is expected that the Agency/Department complete and provide the employee with a performance evaluation that covers the time period of the recommended salary merit increase and maintain a copy in the employee’s respective Personnel File.

Human Resource Services will distribute a similar memorandum memorializing the above information to all employees who are in a deep class position – if they have questions, they will be directed to their Departmental Human Resources Officer. If you or your Departmental Human Resources staff have any questions regarding the above process, please contact Connie Arana in the Human Resource Services Department at (510) 272-3868 or tie line 23868.

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cc: Susan Muranishi, County Administrator
Donna Ziegler, County Counsel
Margarita Zamora, Labor Relations Manager, HRS
All HRS Labor Relations Analysts