

<b>Corporate Policy</b>	 <b>Hamilton</b>	
<b>Human Resources</b>		
Policy No: HR-24-09		
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## ***Salary Progression Policy (Merit Increase)***

<b>POLICY STATEMENT</b>	An employee's salary may be increased through a Progressive Merit Increase based on an employee's performance. This policy defines the approval mechanism for progressive merit increases.
<b>PURPOSE</b>	<p>The purpose of this policy is to outline the approval mechanism for progressive merit increases.</p> <p>Progressive merit increases within salary bands are awarded to recognize:</p> <ul style="list-style-type: none"> <li>• progressive attainment of the competencies required to achieve job mastery; job mastery occurs at the final salary step (i.e. the job rate)</li> <li>• employee contributions, both as individuals and as members of teams, to the mission, vision, and strategic directions of the City of Hamilton</li> <li>• achievement of annual performance objectives and expectations</li> <li>• behaviours that reflect the corporate values</li> </ul>
<b>SCOPE</b>	This policy applies to all permanent, temporary, full-time and part-time employees of the City of Hamilton who have successfully completed their probationary period. This policy excludes unionized employees. Contract employees are not entitled to a progressive merit increase unless stipulated in their contract.
<b>DEFINITIONS</b>	The following terms referenced in this Policy are defined as:
<b>Merit Increase</b>	An increase in salary to recognize the employee's performance and is based on completion of a positive performance appraisal rating on the Performance Accountability & Development (PAD) tool. A 3.2% merit increase is applied, unless a lower amount is required to reach the maximum of the pay range.
<b>PRINCIPLES</b>	<p>The following principles apply to this Policy:</p> <ol style="list-style-type: none"> <li>1. To ensure a consistent and accountable approach to the awarding of progressive merit increases.</li> <li>2. A performance appraisal (PAD) must be completed to assess the employee's performance over a calendar year, while actively at work.</li> </ol>
<b>TERMS &amp; CONDITIONS</b>	<p>The following terms and conditions apply to this Policy:</p> <p>Progressive merit increases are:</p> <ul style="list-style-type: none"> <li>• based on performance documented through the appropriate performance assessment (PAD) which serves as the basis for supervisors recommending an increase</li> <li>• applied to the base salary effective on January 1<sup>st</sup> each year to align with the Performance Accountability &amp; Development (PAD) process</li> </ul> <p>To ensure a consistent and accountable approach to the awarding of progressive merit increases:</p> <ul style="list-style-type: none"> <li>• Performance appraisals (PAD) must be signed off by the employee's second-removed supervisor and submitted to Human Resources before a progressive merit increase is awarded</li> <li>• Employees must have a positive performance appraisal (PAD) rating expectations to progress through the salary range</li> </ul>

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	<p><b>Part Time</b> Part-time employees are eligible for placement in the salary grade on the same basis as full-time employees. Merit increases are granted on the same basis as for full-time positions, provided that an equivalent number of full time hours have been worked.</p>
<p><b>RESPONSIBILITIES</b></p>	<p>The following positions and/or departments are responsible for fulfilling the responsibilities detailed in this Policy as follows:</p> <p>Supervisors must ensure that Performance Appraisals are completed to ensure timely application of the Salary Progression Policy.</p>
<p><b>COMPLIANCE</b></p>	<p>Failure to comply with this Policy and its associated Procedures will result in inconsistent application of progressive step increases.</p>