

Buffalo & Erie County Public Library

PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Salary Increments

CHAPTER: VI

SECTION: 4

EFFECTIVE DATE: 1/81

REVISION DATE: 7/88, 5/90, 8/06, Modified for the B&ECPL effective 1/1/15

I. STATEMENT OF POLICY

The pay scales currently in existence and utilized by the Buffalo & Erie County Public Library in calculating employees salary contain a varying number of increasing steps for each designated job group within the payscale. These steps are representative of salary increments based on either merit or longevity. Employees are awarded merit increments upon the recommendation of the department head or supervisory designee. Employees are awarded longevity increments solely based upon their years of service. This policy provides general guidelines relating to an employee's entitlement to both merit and longevity increments during the course of their employment with the B&ECPL. Employees should refer to their collective bargaining agreement for specific details which govern the awarding of increments.

II. MERIT INCREMENTS

A. Overview

Employees are awarded merit increments upon the recommendation of the department head. Such recommendation is based upon the supervisor's and the department's review of the employee's performance during the increment period.

B. Awarding of Merit Increments

An employee whose performance is deemed satisfactory will receive a salary increment on either January 1 or July 1, depending on the employee's anniversary date, providing he/she has completed the required period of actual service.

C. Calculating Time Toward Increment Eligibility

1. Full credit is granted for service in a regular part-time position.
2. Prior service for increments will count for permanent employees who were laid off, resigned, or retired and subsequently returned to B&ECPL service within one (1) year, or during the period of eligibility from a recall or preferred list, to a position with the same or lower job group as held at time of lay-off, resignation, or retirement, providing such reinstatement occurs within the period of eligibility.
3. Laid-off B&ECPL employees shall be granted increment increases for which they were recommended and approved to receive prior to layoff, but did not actually receive due to laid-off status, immediately

upon reinstatement or rehire to B&ECPL service, providing such reinstatement or rehire occurs within the period of eligibility.

4. An employee who is on unpaid leave of absence at the time that he/she would otherwise become eligible for a salary or wage increment will not be granted such increment until actual return from leave of absence.
5. Pursuant to Section 243 of the Military Law, military leave shall be deemed actual service.
6. An employee who is temporarily absent on Workers' Compensation shall have such time credited as actual service.

D. Denial of Increment

1. The reasons for not granting an increment must be provided in writing to Human Resources, in a timely manner as requested by Human Resources, well in advance of the date such increment would have been granted.
2. It is strongly recommended that the supervisor discuss the reasons for denial with the employee.
3. An employee who has been denied an increment or who has failed to meet the minimum actual service requirements for his/her merit increment, will become eligible for consideration for an increment after six (6) months; i.e., on the first (1st) increment date after the increment was denied.

III. LONGEVITY INCREMENTS

A. Overview

Longevity increments are intended to provide recognition for long continued service under one (1) title or in a particular job group. Such longevity increments are granted automatically upon completion of required periods of service.

B. Beginning Longevity Date

1. Employees originally appointed between the second work day of January and the first work day of July shall have a beginning longevity date of July 1.
2. Employees appointed between the second work day of July and the first work day of January shall have a beginning longevity date of January 1.

C. Required Periods of Service

Employees should refer to their respective collective bargaining agreement for required periods of service.

D. Credit for Actual Service Toward Longevity

1. Full credit is granted for regular part-time (RPT) service.
2. Periods of layoff shall not interrupt continuous service; however, such

periods are not counted as actual service.

3. Military Leave, pursuant to Section 243 of the Military Law, shall be deemed actual service.
4. An employee who is temporarily absent on Worker's Compensation shall have such time credited as actual service.

E. Transfer from Other Government Service

No transferred employee will be automatically eligible for a longevity increment based solely on their service with the former municipality. We may, however, give consideration to their former service after they have completed the minimum of 5 years actual service at the top step of their particular grade with the B&ECPL.

F. Granting Longevity Increments

1. Each department shall notify Human Resources, in writing, of all employees eligible for longevity increments a reasonable length of time prior to an approaching increment date so that increments earned can be processed in a timely manner.
2. An employee who is on unpaid leave of absence at the time that he/she would otherwise become eligible for a longevity increment will not have such increment granted until he/she actually returns to work from such leave of absence.

3. Laid-off employees shall be granted longevity increases for which they were approved to receive prior to layoff, but did not actually receive due to laid-off status, immediately upon reinstatement or rehire to B&ECPL service, providing such reinstatement or rehire occurs within the period of eligibility.