



Merit Increases - Procedure

1. The effective date for an employee's merit increase shall be the day of the bi-weekly pay period that the employee completed the required number of hours, or in the case of a teacher in PP # 19 of the current year. Should an employee not be granted a merit increase under a decision made by either the Director/Principal or Director of Operations, the accumulated hours shall continue until such time as the increase has been granted.
2. Where a merit increase is not to be granted to an employee on the date he/she becomes eligible, the employee shall be notified of the merit increase denial on or before the applicable date.
3. Where a merit increase is not granted to an employee on the date he/she becomes eligible, the merit increase may be granted to the employee effective at any subsequent date which is not less than three (3) months from the anniversary date following the date when the reason(s) for refusing the merit increase is remedied and ceases to exist.
4. Where a merit increase is not granted to an employee on the date he/she becomes eligible, the employee is eligible for a merit increase at any subsequent anniversary date notwithstanding that he/she was granted a merit increase under Section 3

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