

County of Elgin

Section: **4**

Human Resources Policy Manual

Subject: **Salary Schedule**

Code - **NU/FT/PT/CT**

Policy Number: **4.10**

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Salaries for full-time and part-time employees shall be set and administered according to a salary scale established annually by Council.

Full-time employees starting employment with the County of Elgin will be eligible for their annual increments on their anniversary date. The increment will be effective on their actual anniversary date.

Part-time employees become eligible for an increment after the accumulation of 1500 worked hours.

Increments are not to be considered automatic because of completing service and it is the responsibility of the Department Head to document the recommendations for any change and forward the recommendation to the Director of Human Resources.

Contract employees who are in the position for more than one year are eligible for grid movements, subject to the same conditions as regular employees.