

WS-7: Within Grade Pay Increases

SECTION I - POLICY

1. GENERAL POLICY FOR WITHIN GRADE PAY INCREASES

- a. It is the practice of Fairfield County to grant a yearly cost-of –living increase or lump sum adjustment to all employees at the discretion of The County Administrator. This Cost-of-Living increase or lump sum adjustment is payable on the first full pay period in July. The Cost-of living increase or lump sum adjustment is base on the economic condition of the County.
- b. If a Cost-of-living is granted each employee’s hourly rate will be adjusted by that % granted. If a lump sum adjustment is granted the employee will receive credit for the amount one time. If an employee’s hourly rate is higher than the maximum rate for that position, than the employee is “Red Circled”. Red Circled is used to freeze the salary at the top of the pay grade. Red Circled employees may be paid a one time lump sum payment of the COLA.
- c. Lump sum adjustments can be granted for an employee for other assigned duties on a temporary basis at the discretion of Administration.