

MUNICIPALITY OF SIOUX LOOKOUT  
ADMINISTRATIVE PROCEDURE NO. 3-05

SUBJECT:               **INCREMENTAL ADJUSTMENTS**

SECTION:              Personnel

APPLIES TO:          Management Employees, Non-Union/Non-Management Employees

EFFECTIVE:           June 1, 2009

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**REGULAR POSITIONS**

- 5.1     Progression through a Salary Range for Regular Full-Time positions is based upon an incumbent's length of active service in his/her current job, as outlined in Administrative Procedure No. 3-04, contingent upon satisfactory performance in the position.
- 5.2     Satisfactory performance in a position is determined through a formal system of Performance Appraisal, as outlined in Administrative Procedure No.3-12.
- 5.3     Employees are normally hired at Step 1 (Start Rate), but, depending on the recruitment negotiation process, may be hired at up to Job Rate at the discretion of the Chief Administrative Officer. In instances where an employee is hired or promoted at steps other than Step 1, the time frames for continued progression through the Salary Range apply as outlined in Administrative Procedure No. 3-04, unless otherwise authorized by the Chief Administrative Officer. In the event an employee, who has been functioning in an acting capacity, is placed in a regular position, for a length of time greater than two months, special consideration may be given to reducing the length of time for the initial progression through the salary range.
- 5.4     Recommendations for progression through a salary range must be made in writing by the Department Head and submitted to the Chief Administrative Officer accompanied by a current Performance Appraisal form attesting to the incumbent's satisfactory performance in his/her job. The Chief Administrative Officer will review the recommendation and prepare the necessary paperwork for authorization.
- 5.5     Employees who have not demonstrated consistent satisfactory performance may not progress further through the assigned salary range, until satisfactory performance has been demonstrated for the time frames indicated in Administrative Procedure No. 12.2.1.

**SALARY ADJUSTMENTS**

- 5.6     Salary adjustments are affected by the Department completing the necessary Payroll Change Notice (Form AP5-1) and forwarding same to the Chief Administrative Officer. A memo referring to the performance appraisal and attesting to the employee's satisfactory performance in the job must also accompany the Payroll Change Notice and be authorized by the Department Head.

**REGULAR PART-TIME POSITIONS**

- 5.7     The same requirements apply as with regular full-time positions with the exception that the time frame between adjustments is increased proportionately to reflect the total hours worked compared to a full-time position.

**MUNICIPALITY OF SIOUX LOOKOUT  
ACTION FORM**

Position

Department

Rate of Pay

Surname

Given Name(s)

Anniversary Date

Address

City

Postal Code

**CLASSIFICATION AND BENEFITS**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full Time Permanent	Part Time (24 to 37.5 hrs/week)	Part Time (less than 24 hrs/week)	Term	Casual	Summer Student
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OMERS	Manulife Benefits	Vacation Credits	Vacation Pay	Union Member	

**REASON FOR REQUEST**

☐ Replacement For: \_\_\_\_\_

☐ New Position: \_\_\_\_\_

☐ If Term Reason for Request: \_\_\_\_\_

Length of Term Assignment: \_\_\_\_\_

**NEW GRID INFORMATION**

Department

Position

Rate of Pay

Effective Date

To be charged to G.L. Account#: \_\_\_\_\_

**ACTING PAY**

Acting Position

Acting Rate of Pay

Effective Dates

**EXPLANATION FOR REQUEST**

**AUTHORIZATIONS**

Request for Posting:

Recommended for Hire:

Human Resources Signature

Date

Human Resources Signature

Date

**APPROVAL FOR POSTING**

**APPROVAL FOR HIRE/PAYROLL ADJUSTMENT**

Chief Administrative Officer

Date

Chief Administrative Officer

Date