

**Document No.:****Title:** Merit Increase Policy**Owner:** Diane Head, Executive Director**Status:** Under Review**Original Issue Date:** 10/12/18**Expiration Date:** Until further notice**Last Revision Date:** 8/15/19

**To:** All CSNF staff; not provider staff, state staff, or contract staff

**Purpose:** This policy establishes the frameworks for providing wage progression for performance in a specific position within a rate range commiserate with labor market information. CSNF staff should be awarded for desired performance with merited increases.

### Background

Bi-annual salary studies are conducted and filed in CSNF records to establish rate ranges for each position.

Staff under consideration has not achieved the top increment in the established rate range for their position.

Staff under consideration should be performing at no less than a satisfactory level.

Staff under consideration should be beyond their probationary period.

Funding to cover all suggested increases should be covered in the upcoming year's budget.

Increases will be made without regard to sex, race, national origin, religion, or another protected characteristic.

### Content

#### Annual Merit Increase Consideration

In order to be eligible for a merit increase, staff should be provided a meaningful performance review each year by their supervisor. Supervisors will suggest increases based on the following guidelines:

Overall Rating of Responsibilities	Increase Amount
Exceeds	Up to 3%
Meets	Up to 2%
Does Not Meet	0%

Increases will not be given to staff not meeting minimum position outcome standards, currently within a performance improvement plan, or received any written disciplinary action.

The Executive Director's salary is typically under review at the time of contract renewal.

#### Other Salary Increases

Other salary increases may be given outside of the annual merit increase consideration in the event of a promotion, increase of job duties, or newly-earned, position-related certification. This salary increase will be in line with the position rate range.

Performance Incentives

From time to time, CSNF earns Incentive funds. When at all possible, these funds should in part be shared with staff. Current staff who were in place for the performance period and had at least satisfactory performance will be a part of the distribution. Staff who were not employed by CSNF during the entire performance period may be considered on a pro-rated basis. Performance Incentive amounts must be approved by the Executive Committee and should be considered in relation to the full budget of the Incentive amount.

Upon approval, the Executive Committee must determine the level of the Executive Director’s Performance Incentive.

**Action**

For immediate implementation, all CSNF staff and North Florida Workforce Development Board members must adhere to this policy and follow the procedures outlined for implementation, including any future updates.

**Timeline**

This policy is effective until further notice. It should be reviewed following three years of issuance or a change in referred guidance.

**Signature**



Mike Williams, WDB Chair

08/15/2019 \_\_\_\_\_

Date



Diane Head, Executive Director

08/15/2019 \_\_\_\_\_

Date

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