



POLICY: Salary Increase for Employees on Disciplinary Probation

<i>Original Implementation Date:</i>		<i>Date Reviewed/ Revised:</i>	7.2011	<i>Area of Responsibility:</i>	Human Resource	<i>Version:</i>	2
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PURPOSE: In an effort to establish a uniform policy on the distribution of salary increases for employees who have been assigned a time frame to alter their work-related behavior that has been addressed in a written-disciplinary warning.

POLICY: If either a written warning or a suspension is given to an employee, regardless of which company policy was violated, a standard probationary period of 90 days will be designated in order for the employee to correct the behavior being addressed through the disciplinary process. Variations to the length of the probation period will be based on the severity of the Company policy violated and must be approved by the Executive Director.

The employee's annual performance evaluation must still be completed in the event an annual review date falls within the probationary period. However, the annual merit increase will be withheld until successful completion of the probationary period. The pay increase will not be retroactive, but will go into effect the first day of the new pay period following the successful completion of the probationary period, unless the employee's probationary period is extended for further violations of Company policy.