300 SALARY

305 Your Paycheck

== 305.1 Pay Dates
1-5-2005

You are paid on or around the 10th and 25th of each month. Pay periods are the working days from the 1st through the 15th of the month and the 16th through the end of the month.

All paychecks will be delivered via direct deposit.

305.2 Pay Plan

Your salary is determined by the Pay Plan established by the Department of Central Management Services or as negotiated with the appropriate Collective Bargaining Agent.

Employees entering state service usually qualify under one of two salary plans: the Step Pay Plan or the Merit Compensation Salary Plan. A few employee classifications are paid on the basis of prevailing rates.

A. Step Pay Plan

A new employee's salary ordinarily begins on the lowest step of the salary grade. Employees whose performance warrants it may receive Superior Performance Increases that are equal to one full salary step. To qualify, you must have at least six months of continuous service and must not have received such an increase for 18 months.

The Step Pay Plan provides for annual increases in pay up to Step 8 for acceptable performance on the anniversary of the original appointment or last full step increase. Annual increases may be withheld if you do not achieve a satisfactory level of performance.

Supervisors must inform you before withholding increases and explain the reason(s) that increases are being denied. If your annual increase is withheld, a new "anniversary" date for salary increase purposes is established if/when the increase is restored.

B. Merit Compensation Salary Plan

This plan consists of 19 Merit Compensation grades and four broad band classes. Each grade consists of a minimum and maximum rate of pay. Employees are evaluated annually and may receive an increase of salary based on a percentage consistent with their performance evaluations.

A supervisor may recommend a Salary Adjustment Increase for an employee for outstanding performance of a substantial project; outstanding performance that greatly improves operating efficiency; or performance significantly beyond standards for a sustained period.

305.3 Higher Than Minimum Entrance Salary

The salary of a person starting state employment usually begins at the minimum for the job being filled. A person with special qualifications, such as directly related training and experience above the minimum requirements for the class specifications, may be hired at a higher than minimum entrance salary. Prior approval by the Division of Personnel and Administrative Services is required.

305.4 Shift Differential

You may be paid an amount in addition to your base salary for work done on a regularly scheduled second or third shift. The establishment of regularly scheduled second or third shifts and application of pay shift differentials is the responsibility of the Division of Personnel and Administrative Services.