



City of Pittsburgh
Operating Policies

Policy: Salary Increment Form AFSCME	Original Date: 1/1980
	Revised Date: 9/2009

PURPOSE: To establish guidelines for the incremental salary adjustment as established in the American Federation of State, County and Municipal Employees 2719 (AFSCME 2719) collective bargaining agreement.

POLICY STATEMENT: Department heads will approve a salary increment form to initiate salary increments as outlined in the AFSCME 2719 collective bargaining agreement. A salary increment form must be received by the Department of Personnel & Civil Service Commission at the appropriate time in order for an employee to receive a salary increment. An employee must maintain satisfactory progress during the intervals.

Disclaimer: No statements in this policy are intended or set forth as contractual commitments or obligations of the City to any individual employee or group of employees, or to establish an exception to the employment-at-will doctrine beyond that specified in the Civil Service Statutes and Rules or pertinent collective bargaining agreement. If there are differences between the various collective bargaining agreements and this policy, the pertinent collective bargaining agreement takes precedence.

DEFINITIONS

Union positions: Positions covered by the American Federation of State, County and Municipal Employees 2719 bargaining agreement.

PROCEDURE

The labor agreement between the City of Pittsburgh and the American Federation of State, County and Municipal Employees Local 2719 contains provisions regarding the salary advancement intervals which are applicable to persons hired or promoted on or after the effective date of the bargaining agreement. The Department of Personnel and Civil Service Commission (P&CSC) has provided the revised Salary Increment Form to insure that employees receive their increments at appropriate intervals. The following describes the advancement intervals:

Employees will be hired at the “A” step on the assigned pay grade for the position and will receive a one step increase at specified intervals, provided that satisfactory progress has been maintained, until the standard rate is reached. For all positions in the AFSCME 2719 bargaining unit, the intervals are 8, 16 and 24 months. The Salary Increment Form specifying 8, 16 and 24 months (copy attached) is to be used for each AFSCME 2719 employee.

Any employee who is promoted from one AFSCME covered position to another AFSCME covered position is to be paid at the rate one step below the standard rate for the new position (the “C” rate). That employee will receive the one step increase to the standard rate at the end of the 90 day probationary or trial period. The Salary increment Form is to be used for all promoted AFACME 2719 employee. The trial period shall be extended if the employee is absent from work for any reason for two weeks or more.

Each department head is responsible for monitoring the employees’ progress to determine if satisfactory progress is being maintained during each respective interval. At the end of each applicable interval the department head is to complete the Salary Increment Form for only those employees who have maintained satisfactory progress during that specific interval. The forms are to be distributed as follows:

White Copy	Personnel & Civil Service Commission
Yellow Copy	Retained by Department

An increase is not authorized and will not be effectuated unless the department head has submitted the forms to P&CSC.

Complete the forms fully and submit them on a timely basis. The effective date of each increase authorized by the department head is to be the employee’s anniversary date.

In those instances where a department head determines that an employee has not maintained satisfactory progress, no salary increase is to be authorized. The department head is to monitor the employee’s progress for an additional interval. If the employee has maintained satisfactory progress during this additional interval, the department head is to complete the Salary Increment Form authorizing an increase to the next step on the pay grade. Under no circumstances may an increase exceed one step on the pay grade.

Salary Increment Forms can be obtained from the Personnel Department webpage at: http://cityweb/info/policies_and_procedures.html. If you have any questions regarding the form, please contact your Personnel Analyst.

NOTE: Non-union employees are usually hired at the standard rate of pay of the job title. On some occasions, at the discretion of the department head, non union employees may be hired at a lower rate of pay than the standard rate. In these instances, non-union employees would be subject to salary increments at appropriate intervals.