July 13, 2006

To: Budget Review Officers, Budget Officers and Supervisors
From: Office of Human Resources
Subject: Step Increase Eligibility for Classified Employees

Classified employees, with a performance review rating of at least satisfactory between September 10, 2005 and September 10, 2006 will receive a step increase effective September 10, 2006. This memorandum is intended to clarify the eligibility issues and steps necessary to insure that all classified employees who should receive the step increase meet the eligibility requirements.

Eligibility Requirement 1:

- Employees in a regular classified position on September 10, 2006 must have been hired on or before June 17, 2006 in order to be eligible for the step increase.

- Employees who were working in a classified temporary position or an unclassified position on or before June 17, 2006, but then transferred or promoted to a regular classified position sometime before September 10, 2006 are eligible for the step increase.

Eligibility Requirement 2:

- Classified employee’s most recent performance review rating must be at least satisfactory and the rating must have occurred within the 12 months preceding the date of the step increase (sometime between September 10, 2005 and September 10, 2006).

- If the employee has not received a performance review since September 10, 2005, a review should be completed immediately to insure that the employee receives the step increase. In order to make the deadline for eligibility for the step increase, employee reviews must be received in the Office of Human Resources no later than the close of business on September 8, 2006.

- Classified employees hired on or before June 17, 2006 who are still serving an original probationary period would not ordinarily receive a performance review prior to completion of the probationary period. However, if a supervisor believes that the probationary employee is performing satisfactorily, the supervisor must give the
employee a special evaluation with a rating of satisfactory for the employee to be eligible for the September 10, 2006 step increase.

Employees who are not eligible to receive the step increase:

- Any classified employee whose most recent performance review rating is less than satisfactory will NOT be eligible if that unsatisfactory rating is the most recent rating at the time of the step increase.

- Any employee hired on or after June 18, 2006 is not eligible for the step increase.

- Any temporary classified employees are not eligible for the step increase. K.A.R. 1-5-9 (d) states that, “No person hired on a temporary basis shall be eligible for any step increase during the period of temporary employment”.

All performance evaluations must be completed through the Classified Employee Evaluation and Development System (CEEDS) which can be accessed at the following link: http://www.ceeds.pp.wichita.edu/.

If you have any questions or need to have your CEEDS’ password reset, please contact Frankie Brown at extension 3540 or Joan Antes at 6151.