1. On recommendation of the supervisor, an employee shall annually advance from date of hire or promotion, one (1) step within his/her salary range in Steps B through E (5% increase on each step). Eff. July 1, 2001 longevity step W (4.5% increase on E) shall be granted on the completion of the eighth (8th) year of service from the date of hire. Effective January 1, 1987, longevity steps Steps X (7.5% increase on E), Y (12.5% increase on E), and Z (17.5% increase on E) shall be granted upon the completion of the tenth (10th), thirteenth (13th), and sixteenth (16th) year of service respectively from the date of hire. Effective July 1, 2003 longevity step Z+ (2% increase on Z) shall be granted upon the nineteenth (19th) year of service.

Creditable service shall not include leaves of absence without pay for periods exceeding ninety (90) days in the annual period. No step movement shall be permitted without the completion of an approved performance evaluation.

**Revision Notes**
*3.5% increase for all Ranges*
**Additional 2% increase for Range 625**
***Range 750 salary incorporated into new SEIU salary schedule, exempt from TA agreement for salary increase signed on March 3, 2015***