


[Home](#)
[CEO Hotline](#)
[Viewpoint](#)
[Classified Ads](#)
[Archives](#)
[Metro.net \(web\)](#)

Resources

[Safety](#)
[Pressroom \(web\)](#)
[Ask the CEO](#)
[CEO Forum](#)
[Employee Recognition](#)
[Employee Activities](#)
[Metro Projects](#)
[Facts at a Glance \(web\)](#)
[Archives](#)
[Events Calendar](#)
[Research Center/Library](#)
[Metro Classifieds](#)
[Bazaar](#)

Metro Info

[30/10 Initiative](#)
[Policies](#)
[Training](#)
[Help Desk](#)
[Intranet Policy](#)

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Non-Represented Employees' 2.5% Raise Due Sept. 30

- Separate 'retro' checks also will be issued

(Sept. 13, 2005) Non-represented employees eligible for a 2.5 percent pay hike for FY 2006 will see the salary increase in paychecks of Friday, Sept. 30, along with a separate "retro" check to cover the raise from July 1 to Sept. 10.

Employees eligible for the full 2.5 percent raise must have been employed at Metro the entire 2005 fiscal year; must be on active status as of Sept. 30; must receive an overall rating of effective, commendable or outstanding; and must not be on probation.

The pay increase will be pro-rated for those hired during FY 2005. The increase will be effective from the first day after the employee completes the required probationary period.

Employees not eligible for the 2.5 percent pay increase include those hired on or after July 1, 2005; interns and as-needed employees; AFSCME and other represented employees.

Pay raise guidelines

Human Resources has established several pay raise guidelines for employees who are within, at or above their maximum pay range.

The full 2.5 percent will be added to the salary base of employees who will remain within their pay range after the raise.

For those who will go over their maximum pay range when the 2.5 percent is applied, only the portion of the raise that brings the employee to the range limit will be added to base pay, according to HR Director Stefan Chasnov.

The remainder will be paid to the employee in equal amounts over the rest of FY 2005. These employees will receive a retro check.

Individual circumstances

HR will follow up with employees who currently are over their maximum pay range. Each will receive correspondence discussing his or her individual circumstances and explaining how the raise may be calculated.

In those cases in which the 2.5 percent or some portion of it applies to those over the pay range maximum, it will be paid out in equal amounts over the remainder of the fiscal year's pay periods, says Chasnov.

The HR director also notes that the Payroll Department will not accept revised W-4 forms, this year, for the retro checks. Last year, so many

employees filed revised forms that they overwhelmed the payroll system.

"Taxes will be deducted from the retro checks at the same withholding rate currently on file for each employee," says Chasnov.

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