



City of Pittsburgh
Operating Policies

Policy: Wage Increment Form – Laborers	Original Date: January 1984
	Revised Date: September 2009

PURPOSE: To set guidelines for the wage increment of laborers who have maintained satisfactory progress during the first 90 calendar days of employment.

POLICY STATEMENT: It is the policy of the City of Pittsburgh to institute a wage increment for laborers who have maintained satisfactory progress during the first 90 calendar days of employment. Satisfactory performance means performance that is appropriate to the laborer’s appointment as references against the position classification standards, their duty statement or position description.

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.

PROCEDURE

All Department Heads are to monitor the progress of their employees in order to determine if the employee has maintained satisfactory progress during the first 90 calendar days of employment. A Wage Increment Form-Laborer must be completed if progress has been met.

The Agreement between the City of Pittsburgh and the Pittsburgh Joint Collective Bargaining Committee (PJCBC) contains the following provision regarding wage advancement procedures which are applicable to Laborers hired on or after January 1, 1984:

Section 15 – D

“Laborers hired on or after January 1, 1984 shall be paid seventy-five percent (75%) of the Laborer’s wage rate, above during the first ninety (90) calendar days”

Each Department Head is responsible for monitoring the employee's progress to determine if satisfactory progress is being maintained during the first 90 calendar days. At the end of the first 90 calendar days, the Department Head is to complete the Wage Increment Form – Laborer only for an employee who has maintained satisfactory progress during that specific period of time. The forms are to be distributed as follows:

White Copy To 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 Personnel and Civil Service Commission.

Please complete the forms fully and submit them on a timely basis. The effective date of the increase from 75% to 100% of the Laborer's wage is to be 90 calendar days after the employee's anniversary (hire) date. The Wage Increment Form– Laborer can be obtained from the Department of Personnel and Civil Service Commission by calling x2710.

In those instances where a Department Head determines that an employee has not maintained satisfactory progress, the employee shall not receive final appointment and shall be terminated on or before the 90th calendar day of employment.

If you have any questions regarding the Wage Increment Form, please contact your Personnel Analyst.