

**Marion Public Library
Supplemental Personnel Policy**

Eligibility of Part-time Personnel for Annual Merit Wage Increase (Proposed)

Probationary Status

All permanent non-bargaining non-civil service employees shall serve a six-month probationary period.
[City of Marion Personnel Policy No. 1.4]

1. Former part-time employees rehired for a new position shall serve a six-month probationary period.
2. Current, non-probationary part-time employees who are promoted to a new position shall serve a six-month probationary period.
3. New part-time employees who are transferred or promoted to another position before the probationary period of the position for which they are originally hired expires, shall serve a six-month probationary period from the date of the transfer or promotion.
4. Former part-time employees who are rehired for the same position held at resignation are not required to serve a probationary period and are not eligible for a probationary review merit wage increase.
5. Upon a favorable probationary period review, employees shall receive a merit wage increase of 2.5%.

Eligibility for Annual Merit Wage Increases

1. All current non-probationary part-time employees are eligible for annual merit wage increases based on their annual evaluations, including former employees rehired for the same position held at resignation.
2. All new part-time hires are eligible for an annual merit wage increase regardless of their start date.
3. All promoted part-time employees are eligible for an annual merit wage increase regardless of the start date of their promotion.
4. New part-time employees whose six-month anniversary date falls within two months of the beginning of the annual review period for part-time employees will not be evaluated a second time for the purpose of receiving an annual merit wage increase. Both the probationary and annual merit increases shall be based on the outcome of the probationary review. The increase shall be based on the outcome of the probationary review.