

## **WITHIN GRADE INCREASES (WIGI)s**

### **ELIGIBILITY:**

- ◆ Full-time, part-time, and intermittent who occupy a permanent position
- ◆ Less than 1 year appointments - not eligible

### **REQUIREMENTS:**

- ◆ Employee completed required waiting period
- ◆ Employee performed at acceptable level competency
- ◆ Employee has not received equivalent increase during waiting period

Time in nonpay status is creditable when it does not exceed the allowable amounts. For example:

Step 2, 3, 4 - 2 workweeks or 80 hours

Step 5, 6, 7 - 4 workweeks or 160 hours

Step 8, 9, 10 - 6 workweeks or 240 hours

## **WAITING PERIOD:**

- ◆ Steps 2, 3, and 4 - 52 calendar weeks (1 yr.)
- ◆ Steps 5, 6, and 7 - 104 calendar weeks (2 yrs.)
- ◆ Steps 8, 9, and 10- 156 calendar weeks (3 yrs.)

## **QUALITY STEP INCREASE (QSI OR QI)**

- ◆ QSI is an performance award - not considered an equivalent increase
- ◆ Employee who received a QSI does not start a new waiting period to meet time requirement.
- ◆ QSI may not be granted:
  - ⇒ One was received within preceding 52 consecutive calendar weeks.
  - ⇒ Current performance rating is less than outstanding.