

DEPARTMENT OF ADMINISTRATION

Bureau of Human Resources

September 30, 1991

HUMAN RESOURCES MEMORANDUM 34-91

TO: All Commissioners, Department Heads, Personnel Managers

SUBJECT: General Increases and Merit Increases for Title 2 and Title 5 Employees

The Bureau of Human Resources is currently preparing written instructions on the processing of general increases and merit step increases when authorized for employees in Title 2 and Title 5. These instructions should be available to you within a few days. Until you receive these instructions, please do not process Human Resource Salary Change Actions on these employees.

In addition, due to the recent decision to award a 3% increase to certain Title 5 employees, we did not electronically process a 5% increase for Title 5 (Administrative Unit H) employees as scheduled for October 1, 1991. Instructions for the annual processing of this general wage increase for these employees will be included in the written instructions we are now preparing.

The instructional memo should answer any questions you may have.


Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES