

WG, WL, WS Waiting Periods Between the Steps

(6 Months)

If in Step 1 you must wait 26 weeks to go to Step 2

(1½ Years)

If in Step 2 you must wait 78 weeks to go to Step 3

(2 Years)

If in Step 3 you must wait 104 weeks to go to Step 4

If in Step 4 you must wait 104 weeks to go to Step 5

Step 5 is the Top Step in the Grade for WG, WL, WS Pay

NOTE: The within grade date is extended by the amount of time in nonpay status in excess of 40 hours for the step 2 waiting period; 120 hours for the step 3 waiting period; and 160 hours for the steps 4 and 5 waiting periods.

When an employee has time in a nonpay status in excess thereof, he/she shall make it up with creditable service before his/her next within-grade increase is effected.