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| Employee’s  Current Step | EPAS RATING\* | NUMERIC EQUIVALENT | K.C.C. PROVISION | CODE PROVIDED POSSIBLE STEPS |
| Step 1 – 4 | Meets Expectations | 3.0000 – 3.9999 | Standard Performance | Single Step |
| Step 1 – 4 | Exceeds Expectations | 4.0000 – 4.2499 | Above-Standard Performance or higher | One or More Steps |
| Step 5 – 7 | Exceeds Expectations | 4.0000 – 4.2499 | Above-Standard Performance or higher | One or More Steps |
| * Employees can move from step 5 to 6; or 6 to 7; or step 7 to 8 with Exceeds Expectation or higher performance | | | | |
| Step 8 – 9 | High Performance | 4.2500 – 5.0000 | Outstanding Performance | Single Step |
| * Moving from step 8 to 9; or from step 9 to 10 requires High Performance Rating | | | | |
| Step 10  (or MOT) | High Performance | 4.2500 – 5.0000 | Outstanding Performance | Up to 5% |
| * Merit increases above step 10 (or top step) require that the employee be at the top step for two consecutive years and score outstanding (high performance) both years. To maintain that above step 10 rating, the employee must be continuously outstanding in performance for the entire rating period. * Employee must be at top step two years prior to the effective date of the merit-over-top. By example, an employee must have been at step 10 effective 1/1/2015 to be eligible for merit-over-top effective 1/1/2017. | | | | |

For employees currently at step 10, King County Code 13.15.020(3) further provides for Merit over Top (MOT). The appointing authority has the ability to grant MOT of 2.5% or 5% above the top step of the range for a period of 12 months if all the following conditions are met:

* The employee is not a Department Director; Department Directors, as well as other Appointed leaders (including Division Directors and Deputies) are covered by the merit pay system, but are not eligible for merit increases over Step 10.
* The employee has been at the top step of the prior or current range for two years before the award of the increase; and
* The employee has demonstrated continuous outstanding performance (EPAS = High Performance) throughout the rating period.
* Employees are required to receive a High Performance (Outstanding) rating to receive and “re-earn” merit-over-top each year. If an employee has previously earned merit-over-top in their position, and then scores below High Performance for a review year, the employee will lose their merit-over-top for that merit year. If the employee then completes a following review year with a High Performance, the employee is not required to wait two years to “re-earn” merit.

***Eligibility for movement through salary range and merit-over-top are superseded by union contract(s).*Please consult the appropriate union contract regarding performance appraisals and step increases.**