**Section 500.120 Pay Plan**

a) Establishment of Plan: The Director shall prepare and maintain a Pay Plan for all employees subject to Jurisdiction A of the Merit Employment Code in accordance with the applicable provisions of the Code.

b) Provisions of the Pay Plan: The Pay Plan shall provide for uniform and equitable starting rates of pay, the time and manner in which subsequent changes of salary may be made, the rate each employee is to be paid, and for rates that are fair and reasonable compensation for the type of employment and services rendered. The Pay Plan may also include other provisions not inconsistent with law to assist in the administration of good personnel practices for the Office of the Comptroller.

c) Approval of Pay Plan: The Pay Plan and amendments thereto shall be prepared by the Director after consultation with department heads. After preparing the Pay Plan or any amendments, the Director shall submit it to the Comptroller. The Pay Plan, or amendments thereto, shall become effective only after approval by the Comptroller.