

TO: Elected Officials, Department Heads, and Non-union Employees

FROM: Board of County Commissioners

RE: FY 2026 Salary Increase for Non-union Employees

DATE: June 10, 2025

The Board of County Commissioners has approved the following compensation package for non-union employees hired on or before June 30, 2025. This compensation plan includes a base wage adjustment, movement toward midpoint and longevity recognition. **Detention Officer – Sergeants and Detention Officer – Lieutenants are excluded from this FY2026 salary increase for Non-union Employees. Their salaries will be increased pursuant to SB 236.**

NON-UNION EMPLOYEE BASE WAGE ADJUSTMENT FOR FY 2026

- For employees whose FY25 base salary is below 100% of the FY26 salary schedule's midpoint for your grade, your base compensation will increase 3.75% on July 1, 2025.
- For employees whose FY25 base salary is over 100% of the FY26 salary schedule's midpoint for your grade, your base compensation will increase 3.25% on July 1, 2025, not to exceed the maximum of the grade. Employees whose base pay exceeds the maximum of their FY26 pay grade after receiving the raise above will receive a lump sum payment for the amount over maximum in January 2026. Employees must be employed through December 31, 2025, to be eligible for the lump sum payment.
- **The base wage adjustment will not apply to Detention Officer – Sergeants or Detention Officer – Lieutenants for FY 2026.**

NON-UNION LONGEVITY FOR FY 2026:

- Non-union employees will be eligible for the longevity program starting on the non-union employee's fifth (5th) anniversary date (four years and 366 days). To be eligible for longevity, non-union employees must be continuously employed and reach their annual anniversary date. It is not prorated.
- Longevity pay will be separate from base salary and paid in a lump sum on the 10th of the next month following your anniversary date unless your date is the first day of that month. Longevity will be computed as follows for your FY26 payment for fulltime employees:
Number of year's continuous longevity multiplied times \$100.00 per year.
- Part-time employees will receive longevity @ \$100.00 per continuous year times their budgeted full-time equivalent status.
- Non-union employees eligible for other longevity plans are not eligible for the \$100 per year longevity.
- **Longevity for Detention Officer – Sergeants and Detention Officer – Lieutenants will be calculated pursuant to SB236, with it equal to 1% of their annual base salary multiplied by the number of years of continuous service, to be included in their pay throughout the year.**

The Fiscal Year 2026 Pay Grade Structure Schedule is attached. Please circulate this memo and the FY26 Salary Schedule to all non-union employees.

Thank you for your commitment to public service and Yellowstone County.

Copy: H.R./payroll