

Chapter 3: Pay Plan

Section 3-1: General

This chapter sets forth the manner in which the pay system operates and how various types of expected transactions should affect an employee.

a. These policies shall apply to all employees who enter, serve in, and leave classified positions.

b. Exceptions and deviations from these policies shall be handled on a case by case basis through the appropriate Department Head and the County Administrator and shall, when necessary, be the subject of supplements to this policy.

c. It shall be the responsibility of the Human Resources Director to administer these policies and to facilitate the resolution of problems and issues that may arise from time to time.

d. The established salary scale for employees who work a forty-hour week is computed on 2080 work hours per year. All rates in the pay scale are those authorized for full-time employment for a period of 12 months and include compensation for holidays.

Section 3-2: Definitions

a. Date of Employment (DOE). The month, day, and year on which an employee began working for the County.

b. Grade Entry Date (GED). The month, day, and year that employees enter their current grade. This date may be the same as the date of employment or another date as a result of promotion, demotion or other action set forth in this policy.

c. Performance Review Date (PRD). April 1st is the common annual performance review date used for all employees in the classified service.

Section 3-3: Pay Structure

The pay plan for the authorized positions of the County shall consist of:

- a. The assigned pay grades; and
- b. Rules providing for application of the scales and fixing the rates of pay

for individual employees within the pay grades.

Persons employed in an authorized position on a part-time basis will be paid at an hourly rate equal to a full-time employee in the same classification. Progression through the assigned pay grade shall be as set forth in this chapter.

Section 3-4: Entry Rate of Pay

The entry rate of pay for any position shall be the lowest or minimum rate in the pay grade for the position, unless education, tenure, training, or experience would qualify the employee for a higher entry rate and the higher rate is approved by the County Administrator

Section 3-5: Pay for Performance Increases

The County Administrator is responsible for establishing a performance evaluation and may establish a pay for performance program that meets the criteria set forth in Chapter 8: Employee Evaluation.

- a. Eligibility – Employees in the classified service who have successfully completed their new hire probationary period and have been employed since July 1 of the prior year are eligible for performance increases.
- b. Amount of Increase – An amount approved by the Board of Supervisors. A recommendation as to whether an employee shall receive a pay for performance increase and the amount shall not occur solely as a result of the completion of a required period of service but shall be based upon

factors contained in the established performance appraisal document. If a performance increase is granted, it shall be within the following parameters:

1. Within Salary Range – Employees within the salary range of their position are eligible for a performance increase provided the performance increase does not cause the salary to exceed the position's maximum salary.
 2. At Maximum of Salary Range – If a performance increase causes the salary to exceed the maximum of the salary range, the employee will be compensated at the maximum salary and the difference will be awarded as lump sum bonus not added to base salary.
 3. Acting Appointments – The performance increase is based on the employee's salary for his or her regular job duties, not including any temporary salary increases. The salary of the acting appointee is re-adjusted, if necessary, in accordance with Section 3-8.
- c.** Performance Increase Date – Pay for performance increases, when approved, shall be effective July 1 of each year, unless otherwise designated by the County Administrator and/or Board of Supervisors.

Section 3-6: Reclassification

Reclassification is defined as a change to the class, title or grade assigned to a particular class title. Reclassification is not a promotion or demotion. When an employee's position is reclassified, the duties may not have changed substantially.

- a. If an employee is changed from one classification to a classification carrying a higher pay grade as a result of reclassification, the

employee's rate of pay shall change based on the County's target salary for the position, and the employee's tenure and years of experience.

b. If an employee is changed from one classification to a classification carrying a lower pay grade, the employee's rate of pay will be adjusted based on the reason for the lower classification (see Section 3-9). The pay rate may not exceed the maximum of the lower classification.

Section 3-7: Promotion

A promotion is defined as elevation to a job with a substantial increase in duties and responsibilities which is a logical step upward in the same career field. Movement to a new position in a different career field is considered to be a new position rather than a promotion. A promoted employee's pay rate will be based on the County's targeted salary for the position, and the employee's tenure and years of experience.

Exceptions may be granted by the County Administrator. The effective date of all promotions will be the first day of the month after approval.

Section 3-8: Acting Appointments

Acting appointment is the temporary assignment of an employee to a position in a higher classification for an anticipated period of at least thirty (30) or more calendar days. Acting appointments can result from a vacant position or a position in which the incumbent is on leave for an extended period of time. The salary of the acting appointee will be determined by the County Administrator based on the increased responsibilities, and the targeted salary for the interim position. The acting pay shall be no less than 5% above the employee's current salary. At the end of acting status, unless the employee is promoted to the position, the employee's rate of

pay is adjusted to that received prior to appointment to acting status plus any county salary increases that may have occurred during the acting appointment period. An acting appointment of less than thirty (30) calendar days shall not receive any additional compensation; however, a retroactive increase is authorized should the appointment eventually be thirty or more calendar days. Acting appointments must be approved by the County Administrator.

Section 3-9: Demotion

A voluntary or involuntary demotion is defined as assignment to a position with a decrease in duties and responsibilities resulting in a reclassification to a lower pay grade.

- a.** A voluntary demotion from one classified position to a classified position assigned to a lower pay grade may result in a reduction in pay based on the following calculations:
 1. The percentage derived from the employee's current salary in reference to the minimum range of the current position is used to calculate the new salary with the percentage being applied to the minimum of the lower pay grade or
 2. The County's targeted salary for the position, and an employee's years of tenure and experience is used to determine the new rate of pay.

The lesser of the two calculations shall be used to establish the new pay rate.

The pay rate may not exceed the maximum range of the assigned pay grade.

- b.** An involuntary demotion from one classified position to a classified position in a lower pay grade will result in a decrease in pay. The pay rate will be based on the County's targeted salary for the position, and an

employee's years of tenure and experience. The pay rate may not exceed the maximum range of the lower pay grade.

Exceptions may be granted by the County Administrator. Demotions as a result of disciplinary or performance related actions shall always be accompanied by a reduction in salary.

Section 3-10: Transfers

A transfer to a new position in a new career path or in the same salary grade does not result in promotion. When transfer of an employee from one department to another involves a promotion or demotion, the rules of the appropriate action shall apply. When employees transfer between departments to the same class or position, no change of status occurs.

Section 3-11: Reinstatement

An employee who has been separated because of a reduction in force or who has resigned in good standing is eligible for reinstatement. Approval of requests for reinstatement is reserved to the County Administrator upon recommendation of the Department Head. The County's targeted salary for the position will be used to determine the rate of pay taking into account the employee's tenure and years of experience. The Department Head, with reasonable justification, may petition the County Administrator for approval of a beginning salary above the positions targeted salary. If an individual is reinstated within three (3) months of separation from the County, the employee's original date of employment will be reestablished. The employment date for those reinstated after a three (3) month separation is the date of reinstatement and such reinstated employees shall be treated as new hires subject to a probationary period of employment.

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Section 3-12: Administrative Increase

An administrative increase is one within the pay range of a grade that is awarded to an employee for successful completion of educational or training classes pertaining to their position. Employees may receive an administrative increase upon recommendation of the Department Head and approval of the County Administrator.

Section 3-13: Career Ladders

The term “career ladder” refers to jobs within the same career field that perform a core of the same essential functions, but at differing skill levels. From one level up to the next level, the knowledge, skill, and ability increases, the supervision required of the incumbent decreases, and the responsibilities and work behaviors become more difficult and/or complex.

The County Administrator may establish appropriate career ladders conforming to the following criteria:

- a. Career ladders must meet organizational, staffing and professional development goals.
- b. Career ladder skills must be recognizable in the market.
- c. Clear, identifiable requirements must be met to progress from one level to the next.

The employee’s supervisor may recommend advancement based on the completion of designated requirements for the higher classification level and a review of the employee’s qualifications, experience and work performance. A career ladder advancement is not automatic and must be approved by the employee’s supervisor and Department Head.

Employees reclassified through the career ladder process receive an increase in salary in the same manner as a promotion. Employees who fail to maintain required skills/certifications required by a higher level position on the career ladder shall be moved down the career ladder to a position for which they do qualify and such move shall be treated as a demotion under this policy. Such action is in addition to and does not preclude any appropriate disciplinary measures.

Section 3-14: Pay Scale Adjustments

Periodically, as market conditions warrant, the County Administrator and /or the Board of Supervisors may approve pay scale adjustments to the schematic list of titles. All employees will receive the same percentage increase with the exception of those who are above the maximum salary for their pay grade. In those cases, the salary of the affected employees is not changed until such time as the adjusted pay grade exceeds the individual's salary.

Section 3-15: Premium Pays

Premium pays are authorized as follows:

a. **Overtime Pay**

Overtime may be approved when necessary to accomplish particular tasks. The County Administrator shall designate those positions eligible for overtime pay or non-exempt compensatory leave and those not eligible for such pay or leave in accordance with the standards of the Fair Labor Standards Act (FLSA). Positions designated as exempt or non-exempt from the provisions of the FLSA are so identified in the approved County Pay Plan.

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Overtime is paid in accordance with applicable state and federal laws. Compensation paid for a leave of absence is not counted as hours worked for overtime purposes. Paid holidays, are not counted as hours worked for overtime purposes.

b. Holiday Pay

With the exception of work-as-required employees, employees who do not work on a holiday are entitled to pay equal to the employees' regularly scheduled hours of work not to exceed eight (8) hours. An employee shall forfeit eligibility to be compensated for a holiday observed by the County unless he/she:

- (1) Actually works their regularly scheduled hours the last scheduled day before the holiday and the first scheduled work day after the holiday; or
- (2) Is on approved, sick, annual or non-exempt compensatory leave.

c. Special Pays

On-call pay. Non-exempt employees who are required to be available by telephone or beeper after regular working hours and to respond in a reasonable period of time when called, are eligible to receive on-call pay. Employees who are required to be on-call receive one dollar (\$1.00) per hour for each hour on-call. Department Heads identify and the County Administrator approves those positions considered essential to County operations after normal working hours that are eligible to receive on-call pay.

d. Compensatory Time

Each fiscal year the County Administrator will establish the maximum accumulation of compensatory time hours (not to exceed the limit established by the Fair Labor Standard Act); however, department directors have the discretion to

establish lower limits than those authorized by the County Administrator or implement a policy for no compensatory time accruals based on department operations.

An employee may request the use of accumulated compensatory time off at any time. The County is required to honor the request and allow the employee to take time off within a reasonable time of the request unless operations would be unduly disrupted by the employee's absence. Under federal regulations, a mere inconvenience to the operation or having to pay overtime to a replacement employee to allow an employee to take compensatory time are not sufficient reasons for denying the use of compensatory time.

All accrued compensatory time will be paid out to employees when:

1. The employee is promoted or transferred to an exempt position classification. Accrued compensatory time will be paid at the employee's regular rate of pay at the time of the position change.
2. The employee terminates employment for any reason. Accrued compensatory time will be paid to terminating employees at the regular rate of pay at the time of termination, or the average regular pay rate of the employee during the last three years of employment, whichever is greater.

Section 3-16: Additional Holiday and Overtime Procedures

Non-exempt employees required to return to a work site, at least one hour after the termination of the employee's regular work shift, shall receive a minimum of two hours pay. Those non-exempt employees who are called in to work during any declared Holiday, administrative or emergency leave time as granted by the County

Administrators are paid a minimum of two (2) hours of overtime for hours worked during such leave time.

Section 3-17: Maintenance of the Pay Plan

Periodically, the County Administrator may cause to be made a comprehensive review of all factors affecting employee compensation. The review, when undertaken, will consider rates of pay for comparable positions in the area, fringe benefits, general wage data, the County's financial condition and other pertinent factors.