

## **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.

### **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). That annual date that begins one year after the GED and continues thereafter. The annual PRD is always the first of the month. For employees with GED's before the 15<sup>th</sup> of any month, the PRD shall

be the first day of that month. For employees with GED's after the 15<sup>th</sup> day of any month, the PRD shall be the first day of the following month.

### **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, training or experience would qualify the employee for a higher entry rate and the higher rate is approved by the County Administrator. Employees who are re-entering County employment after resignation or discharge normally enter the grade for their position at the lowest or minimum rate in the pay grade for the position.

### **Section 3-5: Pay for Performance Increases**

- a. Employees are eligible for a pay for performance increase on their performance review date (PRD) until they reach the maximum salary for their position. Once an employee has reached the maximum salary for their pay grade they are ineligible for pay for performance increases until such time as they have rendered 20 years of service to Gloucester County. On the first PRD following the

completion of 20 years of service and on each PRD thereafter, such employees are again eligible for a pay for performance increase.

b. Salary increases provided for by movement within a pay grade shall not accrue solely as a result of the completion of a required period of service, but shall be based on factors contained in the established performance appraisal document.

c. Employees shall receive a pay for performance salary increase calculated as a percentage of actual salary. The average payment percentage increase and the range of allowable percentage increases are established annually by the Board of Supervisors as part of the budget approval process.

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.

e. Pay for performance salary increases are effective on the PRD. Department Heads will be advised of the approved average percentage increase and the date by which completed performance reviews must be received in the Human Resources Department. An employee shall not be eligible for a pay increase until the performance review form has been completely processed and no pay increases will be given until the forms are properly completed, signed and received by the Human Resources Department.

### **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 have not 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 will not change unless the minimum of the higher classification is above the present rate of pay in which case the employee will be placed at the minimum of the higher pay grade. The PRD will remain unchanged.

b. If an employee is changed from one classification to a classification carrying a lower pay grade, the employee's rate of pay will not change unless the maximum of the lower classification is lower than the present rate of pay in which case the employee shall be placed at the maximum of the lower pay grade. The PRD will remain unchanged.

### **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 hire rather than a promotion. A promoted employee will receive a 5% salary increase or the minimum salary of the new grade whichever is higher. The effective date of all promotions will be the first day of the month. The PRD shall be established as set forth in Section 3-2.

### **Section 3-8: Temporary Promotion**

An employee who is temporarily promoted from one classified position to another shall receive an immediate salary increase of 5% for the period of the temporary assignment, provided the assignment is expected to be thirty (30) or more calendar days. A temporary promotional assignment for less than thirty (30) calendar days shall not receive any additional compensation; however, a retroactive 5% increase is authorized should the assignment eventually be thirty or more calendar days. Temporary promotions 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 and is distinguished from a downward reclassification resulting from a formal review of duties and responsibilities. An employee demoted from one classified position to another is placed on the lower pay grade at a salary equal to a 5% reduction for each grade difference between the new grade and the old grade. In unusual circumstances the Department Head may petition the County Administrator to adjust the amount of the salary reduction either upward or downward. The PRD shall be established as set forth in Section 3-2.

### **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 or PRD 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. Employees re-entering County employment normally enter the grade for their position at the entry level for that position. In other than normal circumstances, the Department Head may petition the County Administrator for approval of a beginning salary above the entry level on the pay grade specified for the relevant classification. If an individual is reinstated within three (3) months of separation from the County, the employee's original date of employment and PRD are amended to reflect the period of non-employment. 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.

**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 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 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.

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 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.

**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. Those non-exempt employees who are called in to work during any declared Holiday, administrative or emergency leave time as granted by the County Administrator are paid overtime for those 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. Prior to implementing changes to the employee pay plan or compensation package based on such review, approval of the Board is required.