

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). October 1 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 Suspended: August 2018

Section 3-5: Pay for Performance Increases Suspended: August 2018

Section 3-6: Reclassification Suspended: August 2018

Section 3-7: Promotion Suspended: August 2018

Section 3-8: Acting Appointments Suspended: August 2018

Section 3-9: Demotion Suspended: August 2018

Section 3-10: Transfers Suspended: August 2018

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 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 Suspended: August 2018

Section 3-13: Career Ladders Suspended: August 2018

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 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.

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.

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 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.