

POLICY 501: SALARY ADMINISTRATION

ADOPTED: MAY 11, 1994 (REVISED: JUNE 30, 2009)

Policy:

It is the policy of the County to compensate employees based on job performance and competitive with rates for similar jobs by other employers in the comparable labor market. However, all compensation policy decisions must take into consideration the County's overall economic condition and competitive position.

501:1 GENERAL PROVISIONS

1. New employees generally will be hired at the minimum rate assigned to their classification's salary range. Supervisors may recommend higher starting rates depending on an applicant's experience or skill level or on other competitive considerations. These recommendations should be reviewed and approved by the appropriate department director.
2. Employees promoted into new classifications generally will receive promotional increases at least to the minimum of the new salary range. No increase will be granted which brings an employee's base salary above the maximum of the new range. Promotional increase recommendations should be reviewed before implementation by the appropriate department director and will be reviewed by Human Resources. (See Promotion Policy 305 for additional information.)
3. Employees transferring laterally from one position to another in the same salary range generally will not receive an increase.
4. The department director and Human Resources will handle considerations for reclassifications or transfers to lower level positions on an exception basis prior to any discussion with the employee. The salary of an employee transferred or reclassified to a lower level position should not exceed the maximum of the new salary range. (See Transfer Policy 304 for additional information.)
5. When a position is reclassified to a higher salary range and classification as a result of a significant change in job duties, an employee's salary will be increased at least to the new minimum of the salary range.
6. The Human Resources Director will review/approve job families for automatic regrades/retitles/reclassifications. Employees who are automatically regraded/retitled/reclassified may receive a salary adjustment not to exceed the new range maximum.
7. Adjustments to salary may be granted to correct an internal or external equity problem with the approval of the department director and review by Human Resources.
8. An employee may be appointed to a trainee position at a salary below the salary range minimum of the assigned classification for a training period not to exceed 12 months.

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501:2 TEMPORARY ADDITIONAL DUTIES

1. If a non-exempt employee is temporarily assigned additional duties which significantly increase the employee's responsibilities, the employee may receive a temporary increase up to 10%. Exempt employees' temporarily assigned additional responsibilities may receive a temporary increase up to 20%. The temporary assignment must be for a minimum of two workweeks and a maximum of twelve (12) months. Approval must be obtained by the County Manager and County Attorney to extend the twelve (12) month period. Temporary assignments must be approved by the department director and reviewed by Human Resources. The salary for an employee in a temporary assignment of duties may exceed the salary range of their current classification.

501:3 ACTING ASSIGNMENTS

1. When an employee is temporarily appointed full-time to a classification with a higher pay grade, an "acting" title may be assigned. Acting assignments are for a period of at least two workweeks. For an employee to be appointed to an acting assignment, they must meet the minimum qualifications of that position. The salary of an employee in an acting assignment will be adjusted to fall within the salary range of the position they are acting in for the duration of the assignment.

501:4 DESIGNEE PAY

1. When an employee performs duties not part of the normal duties of their classification for a period of less than two work weeks, but more than one full shift, the employee may receive a temporary increase to bring them to the minimum of the position for which they have been assigned to, or 10%, whichever is greater. This type of out-of-class assignment is usually designated for the purpose of filling in for the absence of a lead worker or supervisor.

501:5 FACILITIES MANAGEMENT DETENTION CENTER PAY

1. Facilities employees who are assigned to work at the Detention Center may be eligible to receive an additional 10% incentive increase to their base salary rate. If the employee moves from the Detention Center to work at another facility, the additional incentive pay must be removed.