

## Section 5 Compensation Policies

### 5.1 Compensation Plan

**PURPOSE:** To establish policy and procedures for compensating County employees

#### Statement of Policy

It is the policy of the County and the purpose of this plan to establish a compensation system that will allow the County to effectively compete for qualified personnel and to ensure that salaries are equitable and commensurate with the duties performed by each employee.

The salary schedule shall be adopted by the Board of Supervisors and shall apply to all employees. Employees covered by labor contract shall be compensated as provided in the contract. Copies are available for viewing in the Personnel Office. Subsequent salary range adjustments are subject to meet and confer regulations prior to implementation. Incumbents affected by such adjustments shall retain their step and anniversary date in the new range.

**New Employees:** As recommended by the department head and approved by the Personnel Officer, all employees will ordinarily be paid at Step 1 in the appropriate salary range. Anything above Step 1 must be approved by the County Administrator.

Within the first two (2) months of employment, the Department Head may request an adjustment to a higher salary step when warranted by the employee's qualifications, experience, recruitment considerations, or other job-related factors. Such adjustments shall only result in an increase to the employee's salary step and shall not reduce an employee's salary step. The request for adjustment must be submitted in writing, including the justification for the requested adjustment, to the County Administrator and/or the Deputy County Administrator of Personnel and Risk Management for approval prior to the adjustment becoming effective. Any approved salary step adjustment under this provision shall not change the employee's original hire date or step anniversary date for purposes of future merit step increases.

Step 1 shall be paid for the first thirteen (13) pay periods of continuous employment for all permanent County employees working one-half time or more unless an adjustment to a higher salary Step I is approved pursuant to this section. Upon satisfactory performance at Step 1, the employee shall become eligible for an increase to Step 2. Permanent County employees working one-half time, or more shall be eligible for increases to Steps 3, 4, and 5 respectively after satisfactory performance during twenty-six (26) consecutive pay periods at the preceding lower step.

If an employee begins work as a new hire on any day other than the first day of the biweekly pay period, the date from which the length of service shall be adjusted to the first day of that pay period or the first day of the next pay period, whichever is closer.

Whenever a permanent employee working one-half time or more takes an authorized leave of absence in excess of thirty (30) calendar days, the length of service in the current step shall be extended accordingly, and a new anniversary date shall be established.

#### ***Extra Help***

Extra help and permanent employees working less than one-half time shall be hired at Step 1 of the appropriate range for the class and may be granted step increases by the Personnel Officer upon satisfactory performance and at the department head's request. Step increases, however, shall be

computed on an hourly basis equal to 2080 hours (one year of full-time employable hours).

Upon request of the department head and approval from the County Administrator or designee, an extra help employee may be hired above Step 1 of the appropriate range.

***Transfers***

If an employee transfers to a different position in the same class or to a different classification with the same salary range, no pay adjustment shall be made and the individual's anniversary date shall remain the same.