

	<i>Jefferson County Policies & Procedures</i>		
Policy Name:	Compensation	Approved:	
Policy Number:	204	Author:	Commission
Associated:			

Bi-Weekly//Annual Salaries for Jefferson County Government Adopted 10/14/10

Grade	Pay Rate	Percentage Increase	Bi-Weekly Hours	A	B	C	D	E	F	G	H
I	11.26	4.25%	70	20,500.00	21,371.25	22,279.53	23,226.41	24,213.53	25,242.61	26,315.42	27,433.82
			80	23,420.80	24,416.18	25,453.87	26,535.66	27,663.43	28,839.12	30,064.79	31,342.54
II	14.08	3.75%	70	25,625.00	26,585.94	27,582.91	28,617.27	29,690.42	30,803.81	31,958.95	33,157.41
			80	29,286.46	30,384.70	31,524.13	32,706.28	33,932.77	35,205.25	36,525.44	37,895.15
III	16.9	3.25%	70	30,750.00	31,749.38	32,781.23	33,846.62	34,946.63	36,082.40	37,255.08	38,465.87
			80	35,152.00	36,294.44	37,474.01	38,691.91	39,949.40	41,247.76	42,588.31	43,972.43
IV	19.71	2.90%	70	35,875.00	36,915.38	37,985.92	39,087.51	40,221.05	41,387.46	42,587.70	43,822.74
			80	40,996.80	42,185.71	43,409.09	44,667.96	45,963.33	47,296.26	48,667.86	50,079.22
V	28.16	2.50%	70	51,250.00	52,531.25	53,844.53	55,190.64	56,570.41	57,984.67	59,434.29	60,920.14
			80	58,572.80	60,037.12	61,538.05	63,076.50	64,653.41	66,269.75	67,926.49	69,624.65
VI	36.6	2.25%		66,625.00	68,124.06	69,656.85	71,224.13	72,826.68	74,465.28	76,140.75	77,853.91
VII	42.24	2.25%		76,875.00	78,604.69	80,373.29	82,181.69	84,030.78	85,921.47	87,854.71	89,831.44
VIII	53.5	1.45%		97,375.00	98,786.94	100,219.35	101,672.53	103,146.78	104,642.41	106,159.72	107,699.04

Grade	Pay Rate	Percentage Increase	Bi-Weekly Hours	I	J	K	L	M	N	O
I	11.26	4.25%	70 80	28,599.76 32,674.60	29,815.25 34,063.27	31,082.40 35,510.96	32,403.40 37,020.17	33,780.54 38,593.53	35,216.22 40,233.75	36,712.91 41,943.69
II	14.08	3.75%	70 80	34,400.81 39,316.22	35,690.84 40,790.58	37,029.25 42,320.22	38,417.85 43,907.23	39,858.52 45,553.75	41,353.21 47,262.02	42,903.96 49,034.34
III	16.9	3.25%	70 80	39,716.01 45,401.53	41,006.78 46,877.08	42,339.50 48,400.59	43,715.53 49,973.61	45,136.29 51,597.75	46,603.22 53,274.68	48,117.82 55,006.10
IV	19.71	2.90%	70 80	45,093.60 51,531.52	46,401.31 53,025.93	47,746.95 54,563.69	49,131.61 56,146.03	50,556.43 57,774.27	52,022.57 59,449.72	53,531.22 61,173.76
V	28.16	2.50%	70 80	62,443.15 71,365.27	64,004.23 73,149.40	65,604.33 74,978.14	67,244.44 76,852.59	68,925.55 78,773.90	70,648.69 80,743.25	72,414.91 82,761.83
VI	36.6	2.25%		79,605.62	81,396.75	83,228.18	85,100.81	87,015.58	88,973.43	90,975.33
VII	42.24	2.25%		91,852.64	93,919.33	96,032.51	98,193.24	100,402.59	102,661.65	104,971.54
VIII	53.5	1.45%		109,260.68	110,844.96	112,452.21	114,082.76	115,736.96	117,415.15	119,117.67

Grade	Pay Rate	Percentage Increase	Bi-Weekly Hours	P	Q	R	S	T
I	11.26	4.25%	70 80	38,273.20 43,726.29	39,899.81 45,584.66	41,595.56 47,522.01	43,363.37 49,541.70	45,206.31 51,647.22
II	14.08	3.75%	70 80	44,512.86 50,873.13	46,182.09 52,780.87	47,913.92 54,760.16	49,710.69 56,813.66	51,574.84 58,944.17
III	16.9	3.25%	70 80	49,681.65 56,793.80	51,296.31 58,639.60	52,963.44 60,545.39	54,684.75 62,513.11	56,462.00 64,544.79
IV	19.71	2.90%	70 80	55,083.63 62,947.80	56,681.05 64,773.29	58,324.80 66,651.72	60,016.22 68,584.61	61,756.69 70,573.57
V	28.16	2.50%	70 80	74,225.28 84,830.88	76,080.91 86,951.65	77,982.94 89,125.44	79,932.51 91,353.58	81,930.82 93,637.42
VI	36.6	2.25%		93,022.28	95,115.28	97,255.37	99,443.62	101,681.10
VII	42.24	2.25%		107,333.40	109,748.40	112,217.74	114,742.64	117,324.35
VIII	53.5	1.45%		120,844.88	122,597.13	124,374.79	126,178.22	128,007.80

Jefferson County Compensation

July, 2013

The Jefferson County Compensation Study (previously known as the Jacob's Study) was developed to provide a structured process for increasing employees' salaries throughout their career in a sequential and consistent manner for all departments, including Commission and Elected employees alike. It provides an annual step increase based on the employee's salary, providing a larger increase for those at the lower end of the scale and less for those at the top end of the scale, to provide for a proportionate increase for each individual.

Annual Step Increases: The Study is designed that each employee with a Satisfactory or above employee evaluation rating is eligible for a one-step increase annually, if the one-step increase is approved by the County Commission during the budgeting process. Unless otherwise stated, an approved one step increase is effective July 1, the beginning of the fiscal year. An employee hired on or after April 1st is not eligible for the July 1st increase unless it is part of the employee's probation conditions, as approved in the employee's offer letter by the County Commission.

Longevity: At the point the employee has reached the final step in a Grade due to longevity in a position, the supervisor has the option of considering the employee red circled, meaning they no longer get an increase except for a Cost of Living adjustment to the salary chart (as granted by the Commission), or they can continue to provide an increase based on the normal increases for that Grade. The supervisor can also consider a reevaluation of their position/job duties for a reclassification, if the employee has increased job responsibilities over their long career.

Work Week Hours: The Jefferson County Compensation Study provides two different work hour categories. One is for a 70 hour week and the other is an 80 hour week. If an employee is interested in obtaining their hourly rate, use the annual salary divided by the number of hours they work (2080 for 80 hours and 1820 for 70 hours).

70 Hour Employees: The County's official hours of operation are from 9:00 a.m. to 5:00 p.m. Monday through Friday, with an unpaid hour for lunch. Therefore the typical hours of operation are 35 hours per week or 70 hours per a two-week pay period. This represents the typical hours expected for hourly or non-exempt salaried employees. Hourly or non-exempt salaried employees working above 35 hours but at or below 40 hours shall receive their regular hourly rate of pay for the additional hours. Hours above 40 shall be paid at the overtime rate. The supervisor should budget the additional hours above 70 accordingly. Comp time can be utilized per the County policy.

80 Hour Employees: Hourly or non-exempt salaried employees working 80 hours (beyond the normal open hours to the public) are to be paid based on their hourly rate for all hours worked

up to 80 hours per week. Overtime is paid above 80. Comp time can be utilized per the County policy.

Salaried exempt employees: Exempt employees are deemed to automatically be at 80 hours or as many as are needed to complete the job responsibilities, regardless of the County Office hours open to the public. Supervisors should examine the employee's job responsibilities with the Commission staff to determine if an employee is exempt or non-exempt if questions arise. Overtime is not paid for an exempt position.

Outstanding Performance: The West Virginia state code does not allow for the opportunity to provide a bonus of any type for outstanding performance since we are funded by the tax-payers. The supervisor is encouraged to provide verbal comments of appreciation, written thank you notes available through the County Administrator office, creative appreciation, or small tokens of appreciation personally funded by the supervisor.

Market Adjustments: Occasionally a job will be priced too low to be competitive and thwart efforts to hire someone outside the County government arena or to maintain an excellent long term employee. In the event a job is priced to low, documentation should be developed and presented to the Deputy Administrator for consideration of change. Documentation should include statistics from local surrounding counties, counties within the State of West Virginia, current job market prices from the local Chamber of Commerce and surrounding Chambers. If the Deputy Administrator feels a change is warranted, a presentation should be made to the County Commissioners for consideration by the supervisor, through a completed agenda request. The County Commission will consider development of a market adjustment to the salary chart during the budgeting process, as they deem appropriate.

Increase in job responsibilities: While the Jefferson County Compensation Study provides for reclassification/promotion, it suggests the only way to increase an employee is to move from one Grade to another, which is often a significant increase in salary, which is substantial for the County budget and often creates inequities among the department employees and across the County. In the event, you have an employee which takes on additional responsibilities, which increases their job description or in other words, adds value to their position, an additional one-step increase can be considered. This would entail employees which may begin supervising another employee, taking on cash management responsibilities, or cross-training to manage the office while the supervisor is out. It is important to note the increase is based on the job description and the value it brings to the County. It is not based on the individual's background or experience or related to the volume of work they produce. For example, if you hire someone with a Masters degree to be a waitress, you only pay the person based on the waitress salary and the value the waitress position brings to the restaurant. It's important to look at the position, not the person. The same would be true for increases in job responsibilities for County employees. The supervisor is responsible for providing an updated job description and meeting with the Deputy Administrator to review the job responsibilities and be vetted prior to appearing before the Commission for approval. It is recommended this process should be completed during the January/February budgeting process.

Reclassification/Promotion: This allows for an employee to move from one Grade to the next based on a promotion for significantly increased responsibilities/job title.

Salary Range: When posting an open position, the salary range can be stated between Step 1 through Step 5 of the appropriate Grade. The following chart should be used as a guideline for determining the appropriate Step. The salary should be based on the job description/duties to be performed by the employee, not on the employee's qualifications beyond the position description.

The hiring manager is not required to bring a new employee beyond a Step A or Step B, as they need to keep equity of salaried distribution within their department and in line with other departments as well.

Step A: No job experience – limited experience in the job market; typical high school or college jobs;

Step B: Semi-related job experience – jobs beyond the normal high school or college positions; internships; entry level positions held; college education;

Step C: 1 – 2 years directly related job experience. Employee has been completing 1 or 2 major components of the position for the years shown, i.e. Court system knowledge or AS400 knowledge.

Step D: 3 - 4 years directly related job experience. Employee has been completing 2 or 3 major components of the position for the years shown. Employee is able to walk in and take over 50% of the job responsibilities without training except for the specifics of this position.

Step E: 5 years directly related experience. Employee has been completing 3 or more major components of the position for the years shown. Employee is able to walk in and take over 60% of the job responsibilities without training except for the specifics of this position.

Step F: 6 years directly related experience. Employee has been completing 4 or more major components of the position for the years shown. Employee is able to walk in and take over 75% of the job responsibilities without training except for the specifics of this position. This would likely be more applicable for management positions such as a Finance Director, Attorney or Engineer, however, it could also relate for Clerks with years of experience in County or Federal government.

The Compensation Scorecard must be vetted through the Compensation Committee and a recommendation by the Committee before being placed on the agenda for the Commission.

If the hiring manager is changing job responsibilities for either more or less than what is currently on file, the hiring manager should provide an updated job description for re-scoring with the Compensation Committee.

Employees being re-hired can be placed at the grade where they left, unless the job description has changed. Being considered for a higher grade must be vetted through the Compensation Committee.

When requesting a Step C and above for a new hire or for a promotion or change in compensation, the following documents must be submitted:

- 1) A copy of the candidate's resume
- 2) A copy of the job description or an updated job description with changes notes
- 3) A completed scorecard

All changes to compensation must be vetted through the Compensation Committee and approved by the Commission, outside the annual step increase. The supervisor/manager requesting the change in compensation for their employee is responsible for providing the agenda request to the Commission, after providing all the paperwork, new job description and analysis for the compensation request.

A Compensation Committee will be established 7/1/2013. The Compensation Committee will be responsible for reviewing and making a recommendation to the Commission for hiring, promotions and anything outside the annual one-step increase. Standing Committee members will be the County Administrator and Deputy Administrator. Three other members will be appointed with a 3 year term to provide continuity and consistency with the administration of the Compensation Program. The Standing Committee Members will be responsible for managing the committee membership.

Participants committed to the Jefferson County Compensation Study: Department Heads for County Commission, Elected Officials, Contingency Agencies, and employees affiliated with all of these entities, except for those falling under the Civil Service Division.

Compensation Score Card for New Hires		
Candidate Name:		
Position Applying for:		
List at least 6 major components of "knowledge" or "essential functions" from job description.	Candidate's Yrs of Exp.	List Experience from Resume Relating to the Job Description
Recommendation to the Commission From the Compensation Committee or Co. Administrator	Step: Salary:	Approved: Date:

Step D: 3-4 years DRJE. New hire can complete 50% of the job walking in the door.

Step E: 5 years DRJE. New hire can complete 60% of the job walking in the door.

Step F: 6 years DRJE. New hire can complete 75% of job walking in the door.

Jefferson County Commission
Employee Action Form

Employee Name:		Date Completed:	
Department Number:		Work Location:	
Birthdate:		Mail Address:	
Social Security:		Mail Address:	
Home Phone:		Cell Phone:	
Salary:	\$ -	Salary:	\$ -
Reason:			New Hire Promotion Temporary Assignment Annual Increase
Step:		Step:	
Grade:		Grade:	
Min/Mid/Max		Min/Mid/Max	
From:	Candidate	To:	Candidate
Select One:	Non-Exempt Exempt Regular Full Time - 70/hr week Regular Full Time - 80/hr week Regular Part Time - <1040/week Temporary Full Time Temporary Part Time Intern Contract Termination/Retirement	Select One:	Non-Exempt Exempt Regular Full Time - 70/hr week Regular Full Time - 80/hr week Regular Part Time - <1040/week Temporary Full Time Temporary Part Time Intern Contract Termination/Retirement
From:		To:	
FMLA	Military	FMLA	Military
Personal Unpaid	Personal Paid	Personal Unpaid	Personal Paid
Active	Return to Work	Active	Return to Work
Workers Comp	WC Code	Workers Comp	WC Code
WC Rate:		WC Rate:	
Additional Info:			
Effective Date:			
Co Admin/Elected Official:		HR Approval	
Commission Approval		Hiring Mgr Appr	
Hiring Mgr Notified		Payroll Processed	