

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Compensation	Approved:	Rev 03/09/2017 Rev 06/21/2018
Policy Number:	204	Author:	Gordon/Grove
Associated:	217 Annual Performance Appraisal	BOYDE Orig Approve 10/14/2010	

NEW HIRE COMPENSATION—FULL-TIME AND PART-TIME GRADED POSITIONS

Generally, as a newly hired employee with the County, starting salary or wage will be the minimum salary for the position and grade for which the employee has been hired. Exceptions may be approved if the following conditions are met: (1) the department has funds budgeted, and (2) the prospective employee has more experience, skills and/or education than the minimum qualifications stated in the job announcement, and (3) those skills would be advantageous to the goals of the County and the department. In order to request an exception to offer a newly hired applicant a salary above the minimum salary for the grade, the hiring supervisor must submit written justification to the County Administrator explaining the rationale for requesting a higher salary. After review and approval of the County Administrator, the request to hire and, if applicable, the request to hire at a salary above the minimum salary for the grade must also be approved by the Commission.

MERIT INCREASES

The County embraces a high performance culture for employees that is focused on providing excellent customer service to residents and the public. Regular full-time regular employees may be eligible for an annual merit increase on the anniversary date of employment with the County depending upon economic conditions and the County’s approved budget. Merit increases will generally be paid on a sliding scale with high performers receiving a higher percent merit increase and average performers receiving a lower percent increase within the parameters of the budget. Because the merit increase is contingent upon an annual performance appraisal as outlined Policy 217, Performance Appraisal, pay increases are not automatic. Employees with a below average performance appraisal for the year will not be eligible to receive a merit pay increase. Part-time regular and seasonal employees are not eligible for step pay increases.

The County Commission will determine the amount of funds available for merit increases during the annual budget process.

COST OF LIVING ADJUSTMENT (COLA)

The Commission will determine whether full-time regular employees of the County will receive an annual Cost of Living Adjustment (COLA) as part of the annual budgetary process. If approved, COLAs are generally paid to eligible employees at the start of the fiscal year. Additionally, all grades and steps in the approved Pay Scale will be adjusted to reflect the COLA increase. Part-time regular and seasonal employees are not eligible for COLAs.

PART-TIME / NON-GRADED PAY RATES

The budget for part-time / non-graded employees will be reviewed and set as part of the annual budget process by the Commission. The hourly rates will not fall below the federal minimum wage as set forth by the U.S. Fair Labor Standards Act (FLSA). Each director has the authority to set actual wages for these part-time / non-graded employees based on the approved budget while ensuring pay equity with other employees with similar job duties, skills, education and experience. The County Administrator will review these pay rates for internal and external equity.

PAY INCREASE—PROMOTION

When an employee is promoted to a position in a higher grade within the pay scale, an appropriate salary within the new pay grade will be determined based on that employee's skills, knowledge, experience, and performance. With the approval of the County Administrator and Commission, the promoted employee may receive an increase up to 10% above his or her current pay rate, up to 10% above the grade's minimum salary, or be placed at the starting salary of the new grade.

DEMOTION

If an employee requests a demotion to a lower grade in the pay scale, or an employee's supervisor determines that a demotion is necessary because the employee does not have the skills needed to fulfill the essential functions of their job, certain conditions must be met. A vacant position must exist in the current budget or be approved by the Commission in order for a demotion to occur. The final determination regarding the lower salary and/ or grade within the pay scale for the demotion will be made that employee's supervisor in partnership with their Department Head and the County Administrator. The demotion must also be approved by the Commission.

WORK WEEK HOURS

The County's official hours of operation are from 9:00am to 5:00pm, Monday through Friday. Jefferson County provides three (3) work categories:

- 1) 70 Hour Employees: Hourly (non-exempt) employees working above 35 hours weekly but at or below 40 hours weekly shall receive their regular hourly rate of pay for all hours worked up to 40. Hours actually worked above 40 in a week shall be paid at the overtime rate. A 70 hour employee must obtain supervisory approval prior to working more than 35 hours in a week. See also Policy 211-EXTRA HOURS/OVERTIME, and Policy 213-COMPENSATORY TIME.
- 2) 80 Hour Employees: Hourly (non-exempt) employees working 40 hours in a week shall receive their regular hourly rate of pay for all hours worked up to 40. Hours actually worked above 40 in a week shall be paid at the overtime rate. Employees must obtain supervisory approval prior to working more than 40 hours in a week. See also Policy 211-EXTRA HOURS/OVERTIME, and Policy 213-COMPENSATORY TIME.
- 3) Exempt Employees: Exempt employees are required to work the hours needed to complete their job responsibilities regardless of the County's Office or operating hours. Exempt employees are not eligible for overtime pay or compensatory time.