

(5-1) WAGE ADMINISTRATION

Quick Links

Effective Date: 03/05/02
Revision Date: 01/18/11

- [Wage Scales](#)
- [Placement on Wage Scale](#)
- [Promotional Increases](#)
- [Merit Increases](#)
- [Effective Dates of Merit Increases](#)
- [Wage Adjustments](#)
- [Wage Scale Valuation](#)
- [Wage Scale Maximum](#)
- [Return to Table of Contents](#)

This policy for wage administration covers all employees not included in a collectively bargained agreement or personal services contract which more specifically identifies the administration of wage increases.

Wage Scales

Wage scales will consist of an identified scale base, median, and maximum. The spread between base and median will normally be approximately 15%; the spread between median and maximum will normally be approximately 15%. Certain positions may vary from this structure based upon unique market data.

Placement on Wage Scale

New employees will enter the wage scale at the minimum, or entry level. Should the employee possess a documented level of job experience, education, and/or qualifications that exceed the minimum required for the position, the Department Head or Elected Official may request placement above the scale minimum through a presentation to the Board of County Commissioners.

Promotional Increases

Promoted employees, defined as employees accepting another position within the County of increased skill, responsibility, and /or higher pay classification, will enter the new scale as follows:

- A. At the minimum, or entry level, of the new position; OR,
- B. At 2% above their current rate of pay when their current rate is at or above the minimum of the new wage. The new rate must not exceed the maximum of the new pay scale.

Should the employee possess a documented level of job experience, education, and/or qualifications that exceed the minimum required for the position, the Department Head or Elected Official may request an exception to this process above through a presentation to the Board of County Commissioners.

Merit Increases

Each employee shall be considered for merit increase annually at the anniversary of their *position date*, up to the scale maximum. A current performance evaluation must be completed in conjunction with the consideration for increase. The original performance evaluation and Personnel Action Form (PAF) will be submitted to the Human Resource Department *prior to* the anniversary of the employee's position date.

A Merit Increase Percentage Chart will be established by the Board of County Commissioners during each new budget cycle to identify the percentage increase available to employees based upon the overall rating received on their annual performance evaluation. The chart is subject to budget conditions and may be adjusted by the Board of County Commissioners without prior notice. Exceptions to the guidelines provided on this chart must be approved in advance by the Board of County Commissioners.

Employees whose overall performance is currently rated *Improvement Essential* or *Improvement Desired* are not eligible for increase. The PAF should reflect the denial of increase along with notation as to when the employee will next be reviewed. The next review may be held for the next anniversary of the employee's *position date* or at any identified date within the coming year.

Effective Dates of Merit Increases

Increases for employees whose anniversary of their position date falls between the 1st and 15th of the month will be effective on the 1st day of the anniversary month. Increases for employee whose anniversary of their position date falls between the 16th and the last day of the month will be effective on the 1st day of the month following the anniversary month. Meeting these effective dates requires the necessary approvals and documentation be submitted prior to the Payroll due date for each month.

If a merit increase PAF is not presented for approval by the position date and causes a retroactive payment of wages, it will be considered late and must be approved by the Board of County Commissioners through presentation by the Department Head or Elected Official. Retroactive increases will not be granted in instances where performance ratings were below Satisfactory.

Wage Adjustments

Adjustment to an employee's placement on the wage scale must be approved by the Board of County Commissioners through presentation by the Department Head or Elected Official managing the position. Written documentation of the necessity for unique factors to be considered is required.

Wage Scale Valuation

Each wage scale should be reviewed against market data at least every two years, to adjust the scale base, median, and maximum, if necessary. Data will be gathered, as available, from standard peer comparables. Certain positions may be evaluated against special comparables unique to that position, which must be approved by the Board of County Commissioners through presentation by the Department Head or Elected Official managing the position. Written documentation of the necessity for unique factors to be considered is required.

Any adjustment deemed appropriate following the wage scale valuation will be effected upon the wage scale not the individuals assigned to that scale. An employee's wage will remain unchanged until affected by merit increase, promotional increase, or wage adjustment.

Wage Scale Maximum

No employee will receive a merit increase which will bring his or her wage above the wage scale maximum. An employee whose wage is allowed to remain above the wage scale maximum - due to position change, demotion, or other factors - will not be eligible for wage increase.