(5-1) WAGE ADMINISTRATION

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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.

Promotions

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.

Wage Increases

During the annual budget process, the Board of County Commissioners will determine the percentage of salary growth available for the coming year. It will then be up to each Department Head/Elected Official to determine how to distribute their budget for increases in a fair and consistent manner.

Each employee shall be considered for a performance-based wage increase on January 1 of each year, up to the scale maximum. An annual performance evaluation must have been completed on the anniversary of the employee's position date within the twelve (12) months preceding the increase, and the employee must meet the expectations set forth by their supervisor. A Personnel Action Form (PAF) will be submitted to the Human Resource Department *prior to* January 20 for timely implementation of the increase.

Employees whose overall performance is rated *Improvement Essential* 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, which shall occur no later than six (6) months from their annual evaluation. Should the employee meet expectations at that time, they may be eligible for a wage increase effective July 1 of the current year. Retroactive increases will not be allowed.

Wage Adjustments

Adjustment to an employee's placement on the wage scale must be reviewed by HR and 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 three years. 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 reviewed by HR and 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.

During years when market data is not reviewed, the wage range for each position may be adjusted by a set percentage, or based on CPI, subject to the financial status of the County and as determined by the Board of County Commissioners during the budget cycle.

Any adjustment deemed appropriate following the wage scale valuation or as set by the Board of County Commissioners will be effected upon the wage scale not the individuals assigned to that scale. An employee's wage will remain unchanged until affected by wage increase, promotion, or wage adjustment. If the increase to their wage scale makes their current wage lower than the new minimum, the employee will be adjusted to the minimum of the new scale.

Wage Scale Maximum

No employee will receive a wage 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.