

### (5-1) WAGE ADMINISTRATION

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 may enter the scale at an amount corresponding to their documented level of job experience, education, and qualifications up to the scale median, at the discretion of the Department Head or Elected Official. Placement above the scale median must be approved by the Board of County Commissioners.

#### Promotional Increases

Promoted employees will enter the new scale according to the following process:

- A. the employee will be eligible to receive a merit increase, which will be prorated to the number of months passed since their last merit increase;
- B. the employee will receive a 2% promotional increase.

Exceptions to this process must be approved by 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 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*.

Annually a Merit Increase Percentage Chart will be published by the Board of County Commissioners identifying the percentage increase available to employees based upon the overall performance rating received on their performance evaluation. 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 1<sup>st</sup> 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.

Retroactive increases must be approved by the Board of County Commissioners. Approval should be gained prior to submitting a Personnel Action Form (PAF) to the Human Resource Department. Retroactive increase will not be granted in instances where increases were delayed due to overall performance ratings of Improvement Essential or Improvement Desired.

## **Wage Adjustments**

Adjustment to an employees 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**

Annually each wage scale will be reviewed against market data 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. Special comparables 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 employees 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.

## **Voluntary Furlough**

During times when the County must explore measures to reduce expenses, Department Heads and Elected Officials may ask employees to consider voluntary furlough days. This would reduce the employee's pay by the day(s) agreed upon; however, the employee would not experience a reduction in benefits or leave accruals.