

*Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this procedure applies to them. In case of a conflict between the applicable CBA and these procedures, the provision in the CBA controls.*

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## **Types & Rates of Pay**

**OVERVIEW:** This procedure defines how the pay rate is determined for employees. It also explains the roles and responsibilities of the Administrating Official.

**SCOPE:** This procedure applies to all classified employees of the Board unless otherwise noted.

### **Section 1- Starting Pay**

1. **General Rule.** The minimum salary established for the position's classification is considered the starting salary for a new employee. Budgetary impact and equity with other employees within the same classification or similar classifications will be considered in consultation with the Office of Management Budget (OMB) and Human Resources (HR). If concerns cannot be resolved, the Assistant County Manager (ACM) will seek the Administrating Officials approval in advance of offer when making compensation decisions that are exceptions to the general rule stated above.
2. **Exceptions to the General Rule.**
  - a. The Administrating Official may allow an Assistant County Manager or Department Director to hire above base of the assigned salary range for the classification.

Prior to seeking the Administrating Officials approval, an Employee Action Form will be submitted through the standard workflow process to include the appropriate Assistant County Manager, Human Resources, Equal Opportunity Office, and the Office of Management and Budget. All supporting documents including specific reasons for the request, comparisons, communications, etc., will be attached and sufficient in nature to allow for an appropriate decision. Further documentation may be requested for completion of the review.

- b. Trainee status hires will be employed at 5% below base. Following the trainee period, the trainee's salary will be adjusted according to the general rule and those exceptions outlined above.

## Section 2- Maximum Rates of Pay

1. **General Rule.** When an employee reaches the maximum rate of pay for the classification, the salary shall be frozen until such time as the maximum of the range is increased.
2. **Exceptions to the General Rule.**
  - a. Merit Pay. This pay will be included in the employees' base rate of pay.
  - b. Across the Board Adjustments. This pay will be included in the employees' base rate of pay.
  - c. Administrating Official. Under extenuating circumstances, the Administrating Official may request Board approval to appoint an employee at a rate above the maximum of the employee's salary range for their classification, or allow an employee's annual salary to exceed the maximum of the salary range for their classification.

## Section 3- Promotions, Transfers and Demotions Pay

1. **Promotions-** A promotion indicates an employee has successfully competed for a position. An internal candidate, who meets the minimum qualifications for the position, may also be placed in a higher classification through a non-competitive process in which recruitment is waived. A minimum of six months employment within their original position is required to promote. This procedure describes the salary actions associated with a promotion.
  - a. **General Rule.** An employee who is promoted two or less pay grades will receive base of the new position classification or 5% increase from current salary, whichever is greater. An employee who is promoted three or more pay grades will receive base of the new position classification or 10% increase from current salary, whichever is greater.
    1. Prior to seeking the Administrating Officials approval, an Employee Action Form will be submitted through the standard workflow process to include the appropriate Assistant County Manager, Human Resources, Equal Opportunity Office, and the Office of Management and Budget. All supporting documents including specific reasons for the request, comparisons, communications, etc., will be attached and sufficient in nature to allow for an appropriate decision. Further documentation may be requested for completion of the review.

2. Budgetary impact and equity with other employees within the same classification or similar classifications will be considered in consultation with OMB and HR. If concerns cannot be resolved, the ACM will seek the Administrating Officials approval in advance of making compensation decisions that are exceptions to the general rule stated above.

**b. Exceptions to the General Rule.**

The Assistant County Manager may recommend compensation up to or above the midpoint of the assigned salary range for the classification. Final approval shall be made by the Administrating Official. Prior to seeking the Administrating Officials approval, an Employee Action Form will be submitted through the standard workflow process to include the appropriate Assistant County Manager, Human Resources, Equal Opportunity Office, and the Office of Management and Budget. All supporting documents including specific reasons for the request, comparisons, communications, etc., will be attached and sufficient in nature to allow for an appropriate decision. Further documentation may be requested for completion of the review.

- c. **Reclassifications.** The salary of an employee who is reclassified up to two classifications shall go the base of the new classification or 5% above the current salary, whichever is greater. An employee who is reclassified three or more pay grades will receive the base of the new position or 10% increase from current salary, whichever is greater.
2. **Transfers-** A transfer is an assignment to a position with the same or lower pay range. This procedure describes the salary actions associated with employee transfers.

- a. **General Rule.** If the employee is moving from a higher classification to a lower classification, this will result in the reduction of the employee's salary. The employee will go to the percentage above base in their current classification in the new lower classification. If the transfer is within the same classification the employee's salary will stay the same. Budgetary impact and equity with other employees within the same classification or similar classifications will be considered in consultation with OMB and HR. If concerns cannot be resolved, the ACM will seek the Administrating Officials approval in advance of making compensation decisions that are exceptions to the general rule stated above.

**b. Exceptions to the General Rule.**

The Administrating Official has the authority to allow the employee to retain their current salary. In no case can the employee's salary exceed the maximum of the new salary range. Prior to seeking the Administrating Officials approval, an Employee Action Form will be submitted through the standard workflow process to include the appropriate Assistant County Manager, Human

Resources, Equal Opportunity Office, and the Office of Management and Budget. All supporting documents including specific reasons for the request, comparisons, communications, etc., will be attached and sufficient in nature to allow for an appropriate decision. Further documentation may be requested for completion of the review.

- c. **Administrative Transfer.** An administrative transfer is a non-elective transfer of an employee made by the Administrating Official for the good of the organization.

The Administrating Official shall set the salary, which may be lower than the employee's salary prior to the transfer.

- d. **Reclassification of Position.** The salary of an employee who is reclassified to a lower classification will receive the base of the new classification or the percentage above base in their current classification, whichever is greater.
- 3. **Demotions-** A demotion indicates an employee involuntarily moving from a higher classification to a lower classification, as a result of a disciplinary action. This procedure describes the salary actions associated with employee demotions.
    - a. **General Rule.** A demotion will result in the reduction of an employee's salary.

The salary reduction will be determined based upon a recommendation by HR, the Assistant County Manager, and approved by the Administrating Official.

## Section 4- Retention and Incentive Pay

### 1. Retention Pay

- a. **General Rule.** No more than once during a fiscal year the Department Director may request from the Assistant County Manager or Administrating Official if they are a direct report, an increase to the compensation of any employee who exceeds expectation. This increase is designed to encourage retention if any of the following criteria are demonstrated; increase in assigned workload, a verified offer of employment, or demonstrated history of consistently exceeding expectation. Employees must have completed their new hire probation period. Prior to seeking the Administrating Officials approval, an Employee Action Form will be submitted through the standard workflow process to include the appropriate Assistant County Manager, Human Resources, Equal Opportunity Office, and the Office of Management and Budget. All supporting documents including specific reasons for the request, comparisons, communications, etc., will be attached and sufficient in nature to allow for an appropriate decision. Further documentation may be requested for completion of the review. Retention pay does not prohibit an employee from also receiving a merit increase, or across the board increases in the same fiscal year.

- b. **Exceptions to the General Rule.**

- i. The Administrating Official may increase a salary beyond the recommendation if warranted. Budgetary impact and upward compression with other employees within the same classification or similar classifications will be considered in consultation with OMB and HR when making compensation decisions.
- ii. In lieu of and/or in addition to a salary adjustment, the Department Director can request from the Administrating Official, an increase in the [annual leave accrual rate](#) as part of a retention offer.
- iii. Prior to seeking the Administrating Officials approval, an Employee Action Form will be submitted through the standard workflow process to include the appropriate Assistant County Manager, Human Resources, Equal Opportunity Office, and the Office of Management and Budget. All supporting documents including specific reasons for the request, comparisons, communications, etc., will be attached and sufficient in nature to allow for an appropriate decision. Further documentation may be requested for completion of the review.

## 2. Incentive Pay

- a. **General Rule.** Employees may receive incentive pay upon completion and receipt of a job-related certification and/or license. All certifications must be submitted to the Administrating Official or designee for approval prior to the start the certification program. In extraordinary circumstances, the Administrating Official may approve a hiring incentive.
- b. **Exceptions to the General Rule.** Increases beyond the midpoint of the salary range require approval of the Administrating Official.
  - i. Budgetary impact and equity with other employees within the same classification or similar classifications will be considered in consultation with OMB and HR when making compensation decisions.
  - ii. In lieu of and/or in addition to a salary adjustment, the Department Director can request from the Administrating Official, an increase in the annual leave accrual rate.

## Section 5- Supervisory Incentive Pay

**General Rule.** When an employee is in a classification that does not normally have supervisory duties, and that employee is assigned the supervision of at least one Full-Time Employee. The employee's salary shall be increased by 5% effective the first day of assignment of the supervisory duties. This is not included in the base rate of pay.

- a. When the supervisory responsibilities of the position are reduced so that the employee supervises fewer than one Full-Time Employee, or the supervisory

responsibility is removed entirely, the supervisory incentive will be removed from the employee's rate of pay.

- b. If the employee promotes or transfers from the position or receives an across-the-board increase or a pay adjustment, the supervisory incentive amount will be removed prior to calculating the employee's new salary.

## **Section 6- Overtime, Compensatory Time, Call Out Pay, Standby Pay and Document Translation Pay**

### **1. Overtime Pay**

#### **a. Eligibility.**

- i. Non-Exempt Employees are eligible for overtime pay when approved in advance by the Department Director or designee.

Employees who work overtime without prior approval will be paid for the overtime, but may be subject to corrective action.

- ii. Exempt Employees are not eligible to receive payment for overtime except in instances when the County is in a Declared State of Emergency or pursuant to a Mutual Aid Agreement. During that Declared State of Emergency, or under a Mutual Aid Agreement, exempt employees may receive additional pay in accordance with that procedure.

- b. **Payment.** In the event a non-exempt employee is required to work beyond a normal 40-hour work week, the employee shall be compensated for additional time worked at the rate of time and one-half the employee's regular straight time rate of pay.

Only hours worked and holiday hours will be used in the calculation of hours for overtime eligibility.

### **2. Compensatory Time Pay**

#### **a. Eligibility.**

- i. Non-Exempt Employee. An employee may elect to receive compensatory time off in lieu of overtime pay.
  - a. An employee who earns overtime and chooses to accrue compensatory time must complete their timesheet no later than the last working day in the pay period in which the overtime occurs.
  - b. An employee who fails to enter this time within the prescribed time above will have overtime hours reported on the timesheet for

the pay period in which it was earned and will receive overtime pay.

- ii. Exempt Employee. Exempt employees are not normally eligible for compensatory time; however, there may be times during the year that specific circumstances require exempt employees to work many hours more than what is reasonable and customary.
  - a. The number of hours worked, justification, and the accrual of compensatory time must be approved by the Assistant County Manager or Department Director.
  - b. An employee who works additional hours and is approved to accrue compensatory time must complete their timesheet no later than the last working day in the pay period in which the overtime occurs.

**b. Accrual of Compensatory Time.**

- i. Non-Exempt Employee. Compensatory time for Non-Exempt, hourly employees is awarded at the rate of one and one-half hours of time off for each hour of overtime worked, with a maximum accrual of 240 hours.
  - a. Once the maximum hours are reached, compensation for overtime will be paid out.
  - b. When an employee moves from a Non-Exempt position to an Exempt position, any compensatory time earned as a Non-Exempt employee must be paid out prior to the employee becoming an Exempt employee.
- ii. Exempt Employee.
  - a. Compensatory time accrual cannot exceed 80 hours at any time.
  - b. There will be no pay out of unused compensatory hours for exempt employees.
  - c. Exempt employees who move to Non-Exempt positions forfeit any compensatory time accrued as an Exempt employee.

**c. Use of Compensatory Time.**

- i. Non-Exempt Employee. Compensatory time off must be scheduled with supervisory approval.
  - a. If an employee terminates employment the compensatory time balance will be paid at the time of separation.

b. Such payment shall be paid at that rate which is greater:

1. The final hourly base rate, or
2. The average regular hourly base rate received during the last three years of employment.

ii. Exempt Employee.

- a. Scheduled time off requires supervisory approval.
- b. If an exempt employee terminates employment the compensatory time balance will be lost.
- c. There will be no payout for exempt employees.

### **3. Call-out Pay**

- a. When an eligible employee is called out to work on a day they are not scheduled to work, or at a time that is not contiguous to their regular shift, the employee shall be guaranteed three (3) hours of pay at their regular rate. However, if the time worked equals more than three (3) hours, the employee shall be paid for the actual time worked.
- b. The three (3) hour minimum will be applied only if the employee must travel to a work location, or to the location of the problem/issue, in order to resolve it. If the employee is able to resolve the issue without having to travel to another location, the employee will be paid only for the time spent resolving the issue.

### **4. Stand-by Pay**

- a. When an eligible employee is placed on stand-by status the employee will be paid one hour at the regular rate of pay for each eight hour shift on stand-by status.
- b. An employee not required to work on a holiday who is placed on stand-by status on a holiday for more than 12 hours shall be paid holiday pay in accordance with that Procedure and shall be given an additional day off with pay to be used within 180 calendar days of the holiday.

### **5. Document Translation Pay**

Official Documents translated to a second language on behalf of the County.

- a. When an employee agrees to provide document translation services at the request of the County, the employee will be compensated with a stipend at a rate of \$25 per letter sized page. Employees will be encouraged to complete these duties within normal working hours whenever possible.



- i. Non- Exempt Employees- Will be paid overtime in accordance with the Fair Labor Standards Act (FLSA).
- ii. Exempt Employees- Are not eligible for overtime compensation if the translation duties are completed outside of normal work hours and will receive the stipend for work completed.