

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

Policy No.: 5-4
Revision No.: 1

Effective: 10/08/2003
Review Date: 10/07/2003

Maximum Rates of Pay

SCOPE: This policy applies to all persons employed by the Board of County Commissioners.

PROVISIONS:

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. **Exception.**
 - a. **Merit Pay.** When an employee is eligible for a merit salary increase that would, if fully implemented, result in a rate of pay above the maximum of the classification, the portion of the merit increase above the maximum pay rate will be paid in a lump sum.
 - b. **Across the Board Adjustments.** When an employee is at or above the maximum of the salary range for his/her classification, (s)he will be eligible to receive across the board increases.
 - c. **Administrating Official.** Under extenuating circumstances the Administrating Official may appoint an employee at a rate above the maximum of the employee's salary range for his/her classification, or allow an employee's annual salary to exceed the maximum of the salary range for his/her classification.

County Manager

County Attorney