

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.: 5-15

Effective: 09/24/2013

Revision No.: 3

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Incentive and Retention Pay

OVERVIEW: This policy provides additional compensation to encourage and retain employees who maintain high professional standards.

SCOPE: This policy applies to classified employees.

PROVISIONS:

1. Retention Pay

- a. General Rule. No more than once during a fiscal year the department director may increase the compensation of any employee up to the midpoint of the salary range of the current classification. This increase is designed to encourage retention by increasing the salary of an employee who has an official, written offer of employment with a better compensation package.
- b. Increases beyond the midpoint of the salary range require approval of the Administrating Official.
- c. Budgetary constraints and policies must be followed when making compensation decisions.

2. Equity Pay

- a. General Rule. No more than once during a fiscal year the department director may increase the compensation of any employee up to the midpoint of the salary range of the current classification to ensure pay equity amongst employees. This type of increase is intended to raise the compensation of long term employees to a level commensurate with recently hired employees who were hired above the base of their classification range.
- b. Increases beyond the midpoint of the salary range require approval of the Administrating Official.
- c. Budgetary constraints and policies must be followed when making compensation decisions.

County Manager

County Attorney