

PROCEDURE 301-4 SPECIAL PAY PLANS

Utilizing a market-anchored classification and compensation system supports the County in maintaining a market-competitive total rewards strategy and limits the need for one-off special pay and premium pay plans. Special Pay Plans may be implemented to ensure consistent, equitable, and transparent application of pay for similar and specific types of work across all Johnson County Divisions and D/A/O's.

Procedures for Special Pay Plans

1. Human Resources may develop these plans in coordination with D/A/Os who utilize the specific work scenarios covered by the special pay plan.
2. Plans should be uniformly applied across all Divisions/D/A/O's that utilize similar work types or pay structures.
3. Human Resources will maintain a central repository of approved plans and ensure alignment with legal, budgetary, and equity standards.
4. Each plan must clearly define:
 - a. Eligible job classifications
 - b. Activating conditions (e.g., weather emergency declaration, shift hours)
 - c. Compensation structure (e.g., flat rate, percentage differential)
 - d. Duration and limits
 - e. Documentation and approval requirements
5. Proposed plans will be submitted by Human Resources to the County Manager's Office and Budget for review and approval
6. Human Resources will coordinate with Budget, Finance, and Legal to ensure:
 - a. County-wide need and application
 - b. Internal equity
 - c. Budget alignment
 - d. Compliance with Fair Labor Standards Act (FLSA) and state labor laws
 - e. Compatibility with payroll
7. Special Pay Plans will be reviewed annually by Human Resources in conjunction with the budget process for continued need, utilization, and consistent application.

First effective 05-01-2021

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