

## **PROCEDURE 301-1 COMPENSATION STRUCTURE**

### **Compensation Structure and Maintenance**

The compensation structure includes a series of pay tables which reflect a market competitive pay range for each position based on its classification. The Department of Human Resources will periodically analyze the external market to ensure that the pay structure is competitive. The Department of Human Resources will recommend any changes to the pay structure as a part of the annual budget process or other times, as necessary. The County Manager must approve recommended changes.

### **Johnson County Pay Table**

Pay ranges for positions are established using market data. This data incorporates multiple factors, including but not limited to geographic location, organizational size, budget size, and other relevant market considerations.

### **Step Pay Tables**

All classified employees are paid according to the Johnson County pay table unless the Board of County Commissioners has approved a step pay plan. Departments, agencies, and offices implementing step plans must establish and follow procedures dictating initial step placement, placement upon transfer, promotion or demotion, movement through the steps, and any factors that may impact placement such as corrective action. All such procedures, and any changes thereto, must be approved by the Department of Human Resources in consultation with the D/A/O Leader.

### **Effect of Compensation Structure Adjustments**

#### **Johnson County Pay Tables**

Employees earning below the new pay range minimum will receive an adjustment to increase their base pay rate to the new pay range minimum before any compensation structure adjustments or merit pay is applied. If an adjustment is implemented on the same pay period as a merit pay rate increase, the adjustment will be applied first. If a change in an employee's pay range results in the employee's current pay rate being at or above the maximum of the new pay range, the employee's base pay will not be reduced.

#### **Step Pay Tables**

Employees earning below the new step minimum will receive an adjustment to increase their base pay rate to the new step minimum. If a change in an employee's step plan results in the employee's current pay rate being over the applicable step, the employee's base pay will not be reduced. If an employee reaches the top step of the classification, the employee's pay rate is frozen and is not eligible for additional pay or lump sum payment. An employee at the top step may receive a new pay rate when an adjustment is approved for the step pay structure.

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