



ADMINISTRATIVE POLICY MANUAL	SECTION Personnel	NUMBER AM-301.1	EFFECTIVE DATE 10/09/12
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POLICY:

It is the policy of the County to pay wages and salaries which are competitive with rates being paid for like jobs by other employers in the recruiting area. See the unit, JOB EVALUATION, AM-303.1. Measurement of the equity of wage ranges and the need for general pay increases will be conducted as needed and will include an analysis of area pay plans, cost of living trends, turnover, internal equity, and/or funds available. Probationary and pay progression increases for individual employees are based primarily upon satisfactory performance and not necessarily given on the basis of length of service alone. See the unit, PAY PROGRESSION SYSTEM, AM-304.1. Payrolls will be generated biweekly through the Human Resources Department.

1. The Human Resources Department has been appointed to review all wages and salaries on a continuing basis on behalf of the County Administrator and County Attorney. It is the responsibility of the Human Resources Department to recommend changes necessary to keep the system equitable and competitive. To the extent that wage increases are based upon performance, management employees are responsible for assuring that pay rates reflect that performance.
2. Policies regarding changes of all types are matters within the County's sole discretion and may be unilaterally modified or revoked at any time, to the extent permitted by law.
3. Payroll Periods
  - a. The Human Resources Department will generate a payroll for distribution every other Friday. The pay period shall begin at 12:00 A.M. every other Friday and end at 11:59 P.M. on Thursday, two weeks later. Paychecks are distributed on Friday, the day following the end of the payroll period.
  - b. If a normal payday occurs on a scheduled holiday, all steps in the payroll process will be advanced to permit distribution of checks on the working day prior to the holiday.
  - c. Every payday, employees will be provided a statement detailing gross pay, deductions and net pay.
4. Pay plan headings shall be maintained by the Human Resources Department. They will be arranged into classes which include:



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- A = Administrative
- E = Exempt
- N = Nonexempt (37.5 hour work week)
- L = Represented Labor & Trades (part-time and 40 hour work week)
- M = Represented Labor & Trades (37.5 hour work week)
- S = Unrepresented Labor & Trades (40 hour work week)
- X, Z, DF and FS = nonstandard work weeks. (They apply to certain fire and emergency medical services positions).

Classification information which will be maintained in the Human Resources Department:

- a. Listing of each job title in each classification pay grade
  - b. Minimum and maximum pay for each pay grade.
  - c. Job numbers for each job in the classification.
  - d. Position descriptions for each classification.
  - e. Job Description Questionnaire for each classification.
  - f. Current copy of Position Control Report (drawn from administration data base; lists data on each position authorized by the Board of County Commissioners).
5. Call back pay shall be paid to nonexempt employees called back to work during off-duty hours. Call back is work due to an emergency or other urgent situation during off-duty hours. This pay shall be two hours of pay or the actual time worked, whichever is greater, for an employee called back to a work site during off-duty hours. This time shall be considered as time worked for computing overtime. The call back of any employee requires the prior approval of the department head or designee.
6. Standby assignments must be authorized by the department or division head. This assignment is made when it is necessary that an employee be available for work due to an urgent situation during off-duty time. For employees on standby status, one hour of pay at time and one-half will be paid for each regular work day and an additional hour of pay at time and one-half on each non-work day and holidays. Standby hours shall be in addition to time worked.



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7. Temporary assignment pay shall only be utilized in those instances when a position has been vacated due to resignation, retirement, termination, or long-term illness and another employee must perform the duties of the vacated position. Under no circumstances should an employee receive temporary assignment pay for filling in while another employee is on vacation or is out on a short-term basis (30 days or less) for other reasons. In order for employees to receive temporary assignment pay, they shall perform the duties of a higher classification. In addition, approval must be received from the department head and the Human Resources Department prior to the reassignment. The request for approval shall include the position the employee is being temporarily assigned to and why, the date the employee will start performing the duties of the other position, the date the employee should start receiving temporary assignment pay and the expected duration of the temporary assignment. Employees shall receive a 5% pay raise for serving in a temporary assignment unless a higher amount is approved by the County Administrator.

8. Crew Leader premium must be authorized by the department/division head. This assignment is made when it is necessary that a nonexempt employee is required to function as acting supervisor. An employee will be paid an additional half hour at time and one half for each day he is designated as crew leader.

Jason E. Brown \_\_\_\_\_ DATE \_\_\_\_\_