

SECTION 3: COMPENSATION

3.1 Position Classification and Pay Plan

Harper county compensation is based on a salary schedule comprised of pay ranges related to the requirements of the position descriptions. The Harper County Pay Plan is attached as Appendix A. Position Descriptions can be viewed in the Harper County Catalog of Position Descriptions at the Human Resource Department. Position Descriptions will be reviewed annually and amended when necessary.

3.2 Pay Plan Policy

A pay scale will be established consisting of grades, each of which shall be identified by a number. Each grade shall have steps identified by a number. Each grade will have a minimum and maximum hourly wage to be applied to all positions in that grade.

Each classification in the County Service shall be assigned a grade, based on the following factors:

- a) Responsibilities and relative difficulty of the job.
- b) Qualifications required for the job.
- c) Prevailing wages for similar positions in the area.
- d) Prevailing wages for county employees in counties of similar size and wealth to Harper.
- e) Any other appropriate factors.

New employees will start within the established Hiring Range of their assigned position grade. The Board of County Commissioners may, upon specific review of the candidate's qualifications, authorize a starting wage at a level deemed appropriate.

Any person re-hired within six (6) months of leaving Harper County service, may be placed on the pay step for which they were previously paid.

Any person re-hired by Harper County after more than six (6) months shall be treated as a new hire, and subject to the established Hiring Range indicated by the pay plan.

Employees who change positions and promoted employees whose current salary is at or above the maximum for their new grade will not receive a salary increase, and the employee's salary will remain the same, or be set at the maximum of the new grade.

- **Pay Increases:**

Wage increases may be given as follows:

- a) Performance based increases, based on growth and proficiency of performance on the job
- b) Cost of Living allowances
- c) Any other method as determined by the Board of County Commissioners.

The Board may choose any one or more of these approaches, and nothing herein shall be construed as requiring that one type of increase be ordered as a prerequisite to the giving of another.

Employees must be in good standing in order to receive any type of increase. Employees on probation or suspension due to disciplinary action will be considered ineligible.

- **Performance based Increases** – Step Increases given only when it is demonstrated that the employee’s performance is satisfactory, or exceeds expectations, via annual performance evaluations conducted by the employee’s Department Head.
 - a) These increases must be approved by the Board of County Commissioners. The Department Head is responsible for presenting the request (accompanied by a performance evaluation) to the Commissioners.
 - b) No employee shall be permitted a performance based increase until he/she successfully completes his/her 6-month probationary period.
 - c) Employees whose performance does not merit an increase, whose evaluations show predominant marks of “needs improvement”, will not be entitled to a pay raise.
 - d) Performance based increases will be given in single step increments. Department Heads requesting more than a single step increase for an employee will be required to present justification to the Board.
 - e) Performance based increases are not guaranteed on an annual basis. Increases will be granted at the discretion of the Board, as allowed by budgetary constraints.
 - f) County Commissioners will perform annual performance evaluations on Department Heads.

- **Cost of Living Allowances** – Cost of living increases shall be granted at the discretion of the Board of County Commissioners.

Increases will either be implemented in single step increments based on the Pay Plan, or via a blanket increase of a designated amount.

Employees who have reached the maximum rate on the grade to which his/her position is assigned may continue to receive Cost of Living increases.

In most cases, Cost of Living Increase amounts will NOT be added to an employee’s new base rate resulting from a change in pay grade or step, due to a promotion or demotion.

The pay scale will be adjusted to reflect blanket cost of living allowances approved by the Board of County Commissioners. This will be accomplished by:

1. adding the amount of the increase to each step on the pay scale
2. increasing each step number (“Step 1” will now be “Step 2”, etc.)
3. inserting a new “Step 1” with the original base rates, keeping New Hire rates consistent.

- **Longevity** – is calculated based on years of full time service to the County (see Section 3.6), and will be added on to the base rate indicated by the placement of the employee on the Pay Plan. **(see section 3.6)**

- **Promoted Employees:**
 When an employee is promoted, the appointing authority shall place the employee on one of the following pay steps, as is appropriate for the individual:
 - a) Any lower step of the range for the new grade that gives the employee an increase in pay, or

- b) The same step of the new grade as the step on which the employee was being paid in the lower grade, if the employee to be promoted has exceptional qualifications.
- c) Longevity increases that the employee has earned due to seniority will be added to the new base rate.

3.3 Performance Evaluation

a. **General:**

It is Harper County's duty as an employer to fairly assess the performance of all non-elected employees. The County shall provide mandatory training to its supervisory staff to evaluate employee performance, to provide supervisory staff with current evaluation tools.

b. **Frequency of Evaluation:**

New employees will be formally evaluated at six (6) months employment and twelve (12) months employment. Following the first twelve months of employment, employees shall be evaluated annually on the anniversary date of their employment.

3.4 Overtime Pay

The Department Head schedule periods of overtime work when necessary to meet operating needs. All overtime work must be pre-authorized by the Department Head.

Non-exempt employees who are required to work more than forty (40) hours in a given work week shall be compensated at the rate of one and one-half (1 1/2) times regular salary for all hours worked beyond (40) hours. Sheriff's Deputies begin to accrue overtime work for hours worked in excess of eighty-six (86) hours in a two-week work period. For overtime pay purposes, partial hours worked shall be rounded off to the nearest quarter hour.

- a. All time worked in excess of forty (40) hours (eighty-six (86) for Sheriff) shall be paid overtime and no compensatory time shall be granted.
- b. Overtime shall be paid on actual time worked. Paid time off such as sick leave, vacation leave, holidays or any other approved absence will not be included in computing overtime hours even though the leave may have been in a paid status.
- c. An employee who is called back after normal duty hours for overtime work shall be paid for such overtime in accordance with the provisions set out above except that the employee shall receive a minimum payment of two (2) hours. Employees called back during a holiday shall be paid a minimum payment of three (3) hours at one and on-half (1 1/2) times the employee's regular hourly pay rate. Call back time does not include an employee being call to begin a regular work shift an hour early.
- d. Employees who are exempt under the Fair Labor Standards Act (FLSA) do not receive overtime compensation.

3.5 Pay Periods

- a. Harper County has twenty-six (26) pay periods annually. The pay period for all County employees shall be bi-weekly with the payday being Monday. The established work week for Harper County employees begins at 12:01 a.m. Sunday and ends at 12:00 p.m. midnight, Saturday. All time sheets shall reflect recording of hours worked each day by non-exempt employees through this time period. Time sheets shall be submitted to the County Clerk's office on Monday noon prior to the Monday pay day.
- b. Exempt, elected and contract employees shall be paid bi-weekly. Bi-weekly salary for exempt, elected and contract employees shall be determined by dividing annual salary by twenty-six (26).
- c. All employees shall complete an authorization form accepting or a written waiver declining direct deposit of the employee's pay and shall be paid either by direct deposit with a financial institution of the employee's choice, or by having their payroll check delivered to them. Direct deposits shall be available on designated pay date.

3.6 Holiday Pay.

- a. Full-Time employees will receive eight (8) hours pay for established holidays as approved by the Harper County Commission and designated in these Harper County Personnel Policy and Pay Plan.
- b. An employee who is required to work on a county designated holiday shall receive pay for actual hours worked in addition to the pay allowed for established holidays as designated in the Harper county Personnel Policy and Pay Plan. **ALTERNATIVE: An employee may be allowed an alternate designated day off with holiday pay within the same period as the designated holiday with the prior approval of his/her supervisor and the Board of County Commissioners.**
- c. Employees must either be at work, or have PTO available to use the day before and the day after a holiday in order to be eligible for Holiday Pay. Transitional Sick Bank time may also be used, in the case of an illness or injury, with Department Head Approval. Employees taking unpaid time off the day before and /or the day after a holiday **will not be eligible for Holiday Pay.**

3.7 Longevity Pay

Longevity pay is established in recognition of continuous service by Full-time, Elected, Full-Time contract, and Part-time employees, who were hired before 1-1-2014. Temporary, Seasonal, and Part time employees hired after 1-1-2014 shall not be eligible for Longevity Pay.

Eligibility to begin earning each established Longevity Pay rate shall occur on the employment anniversary date which completes the required year of employment for each level of longevity pay compensation. Longevity pay will be given following completion of the

first year of full time employment.

The following schedule of Longevity Pay is established:

Longevity Pay Schedule

<u>Years of Service</u>	<u>Annual Equivalent</u>
0 to 1 year inclusive	None
1 through 5 inclusive	\$500
6 through 10 inclusive	\$750
11 through 15 inclusive	\$1,000
16 and beyond	\$1,500

Longevity Pay will be calculated as an hourly rate and included in each regular pay check.

3.8 Travel Pay for Non-Exempt Employee.

Non-exempt employees will be paid at the normal pay rate equal to the normal work day for that employee for the time spent traveling to and from out of county trips for County designated purposes. The time going to and coming from the meeting counts as time worked. The time at the meeting is treated as any other eight (8) hour work day. Meals, social hours, etc. are not a part of work time.

Mileage reimbursement for personal vehicles for County business travel, the employee may request reimbursement using the Travel Request Form. Mileage will be reimbursed at the IRS approved rate and this reimbursement is excludable as taxable compensation to these employees.

3.9 Change of Employment Pay Status.

An employee's compensation may change as the result of transfer, promotion or changes in job duties (reclassification). All changes shall be accomplished in accordance with the guidelines of the Harper County Personnel Policy and Pay Plan and be approved by the Board of County Commissioners as reflected on a Personnel Status Form.

3.10 On-Call Time

The Department Head may require an employee to be on call. On Call means a period of time outside the employee's regularly scheduled work hours, during which the employee is required, at the Department Head's direction, to remain available to the agency within a reasonable response time. An employee on call shall remain available at the Department Head's direction for recall to perform necessary work. **On Call shall be recorded on employee's time sheet with both the beginning and ending time of on call.**

Employees placed on call shall not consume alcohol or be under the influence of mind-altering drugs while in on call status. They must be available for call-in and in physical and mental condition to work.

An employee on call, as defined above, who is not available when called, and who does not present reasonable justification for failure to report when called, shall lose on call compensation for that on call period

For on call during a holiday see policy 5.2 in the Harper County Personnel Rules for the designated holidays.

The following departments may require an employee to be on call:

1. Sheriff Deputies

Sunday - Saturday & Holidays (See 5.2 Holidays) on call rate \$2.00 per hour. Sheriff's Deputies on call who are called into work shall be compensated for actual hours worked at the appropriate rate of pay. They shall not be paid on call compensation for the hours they actually worked. Only the hours actually worked by the employee shall be credited in determining eligibility for overtime compensation.

2. Health Department Nurses

Health Department Nurses who complete required nursing visits ordered by the client's physician that are performed outside of the normal office hours (i.e., weekends, holidays, evenings, etc.) will be paid at \$35.00 per visit. Medical necessity of these visits will be reviewed by supervisory staff prior to the visits being made. Visits made after hours because of staff running late or rearranging time are not reimbursed the additional \$35.00.

3. EMS

Monday – Friday on call rate is \$1.50 per hour. Saturday and Sunday on call rate is \$2.00 per hour. Employees requested to respond while on call will be compensated at their regular hourly pay rate during that call, for a minimum of 2 hours. EMS employees on call will be required to respond to the station within 5 minutes of being requested/paged. (Updated 6/1/2017)