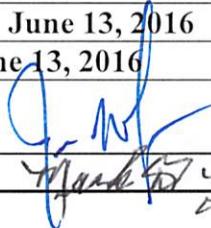
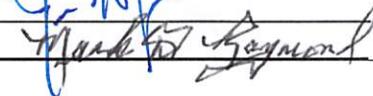


**310
COMPENSATION**

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PURPOSE

The purpose of this policy is to establish a compensation program which provides pay and benefits that are adequate to attract and retain qualified employees and to provide equitable treatment of employees.

SCOPE

This policy sets forth guidelines for establishment of a pay plan and provides salary adjustment procedures and applies to all Uintah County employees, with the exception of elected officials.

CROSS REFERENCES

Employee Classification, Policy 320
Employee Classification Review, Policy 330

POLICY AND PROCEDURES

1. Responsibilities & Basic Features of the Pay Plan
 - A. In accordance with the provisions of the County Personnel Management Act, the HR Director shall design a County pay plan for Commission approval and administer the plan which includes salaries, wages, incentives, bonuses, leave, insurance, retirement, and other benefits.
 - B. The County's pay plan is market driven, performance based, and supported by a classification system to promote internal equity and to ensure alignment with market data from the public and private sectors in Uintah County as well as other counties and/or businesses with similar populations and economies of scale.
 - C. Improvements in compensation, whether in benefits or pay, are dependent on the final analysis and availability of funds.
 - D. The HR Director will recommend, for Commission approval, a pay range for each position. The pay range will consist of a minimum pay rate, a mid-level rate, and a maximum pay rate.

- E. Within a wage level, employees will earn different wages, reflecting differences in performance, previous experience, qualifications, and other factors. The Commission may approve a pay rate that is below or above the pay range as long as the approval meets all legal requirements.
- F. The goal of the pay plan is to pay employees at the market rate or better once they are considered to be fully functional at a given position. The mid-level rate may not necessarily be the “market rate” for the position.
- G. Improving one’s performance is the principle way an employee receives a pay raise within the wage level assigned to a position.

2. Performance Pay

- A. The performance evaluation process is a continuous process consisting of two parts. It starts with the job description which identifies job duties and ends with the evaluation, which reviews and rates performance as either “Outstanding”, “Proficient”, “Succeeding”, “Acceptable”, “Progressing”, or “Unacceptable” (actual verbiage may change).
- B. Employees may or may not be eligible to receive performance pay based upon their performance evaluation ratings by the Department Head. Employees are eligible to receive wage increases until their wage equals the pay range maximum. Increases in wages resulting from performance pay shall not exceed the pay range maximum. Employees with wage rates equaling or exceeding pay range maximums shall not receive a wage increase but may receive a bonus payment. The bonus does not become part of the base pay and is distributed in a lump sum.
- C. A performance evaluation must be completed and received by the human resource department before an employee receives a pay increase or a bonus.
- D. An employee’ starting pay within a pay range will be determined by his/her qualifications and prior work related experience.
- E. For a Career Service employee, the first year of employment will start with a probationary period which is customarily six months, unless otherwise stipulated by statute. A Department Head, however, may extend the period as much as six months after consulting with the HR Director and obtaining the approval of the Commission. The Commission, at the recommendation of the HR Director, can waive all or part of the probationary period if it is felt that an employee has already demonstrated his/her ability to satisfactorily perform the essential functions of the position.
 - 1. An employee who successfully completes the new employee probationary period shall receive a 2% increase, unless notified otherwise. A transferred employees’ eligibility for a probationary increase will be settled prior to the transfer effective date.

2. Appointed and Elected personnel are ineligible for any probationary increase.
 - F. An employee, regardless of years of service, who performs exceptionally well, may reach the maximum pay rate sooner than other employees in the same pay range.
 - G. An employee that receives an overall "Unacceptable" rating will not be eligible to receive a performance pay raise. The employee may be put on probation for not more than 60 days, at the end of which, he must receive a rating of "Acceptable", "Progressing", or better to retain employment with the County. At such time, the employee may or may not be eligible to receive a performance pay raise.
 - H. New employees or those on disciplinary probation are not eligible to receive any performance pay increase while on probationary status. If the employee passes probation, an increase may be given based upon the last performance evaluation of the probation. Increases awarded at the end of probation shall be effective in the pay period in which the employee passes probation and shall not be retroactive.
 - I. The Department Head has the responsibility of making the best possible evaluation of an employee's performance based on job related performance criteria. The Department Head monitors performance and reviews progress or lack of progress with the employee during the evaluation period. The Department Head is responsible to ensure the evaluation is conducted in a timely manner so that actions are not delayed.
 - J. The HR Director has the responsibility of seeing that the evaluator does not make some of the errors which are common to performance evaluations. The HR Director is responsible for the review of both the performance plan and the performance evaluation. The Department Head and HR Director may consult with the Commission on questionable ratings and scores.
 - K. The HR Director has the responsibility of asking Department Heads to reexamine the employee's job description and performance evaluation if there are questions concerning expectations, ratings and scores.
 - L. Non-elected Department Heads will have their performance evaluations conducted by the Commissioners.
 - M. The evaluation cycle will be completed by the end of the first quarter of each year. Beginning on January 01, 2008 and each year thereafter, performance evaluations shall be conducted within one month of each employee's most recent career service anniversary date.
3. Promotional Increases - A promotion occurs when the increase in responsibility and authority are sufficient to change one's job description as well as one's pay grade.

Promotional increase percentages must be pre-approved by the HR director prior to the action.

4. Acting Pay – An employee that is designated to act for a Department Head for a period of more than three weeks while the position is vacant, shall receive a temporary 5% pay increase in the employees’ regular, hourly base rate of pay until the position is filled.
5. Selective Salary Adjustment
 - A. Department Heads may recommend a salary adjustment to certain individuals, positions or job classifications in order to mitigate the effects of inequities.
 - B. The Department Head, after consulting with the HR Director, must submit a written justification for any such adjustment for Commission approval.
6. Market Adjustments - The human resource department will formally review at least 5% of the positions each year to determine whether changes are significant enough to warrant a market adjustment. If an adjustment is warranted, employees may receive an increase as long as it falls within the pre-determined pay range of the position. The Department Head may include a percentage for performance at this time. A market adjustment may affect the earning potential available to an individual in the pay range. Therefore, each year, the HR Director will determine if the pay range scale needs to be adjusted to compensate for cost of living and/or other market driving forces.
7. Frequency of Adjustments - If an employee receives a salary adjustment s/he may or may not be eligible for a merit increase the following year. The HR Director, in consultation with the Department Head, will determine eligibilities on a case-by-case basis depending on percentage and time of previous increase. Typically, employees may not receive more than an 8% increase within one rolling year with the exception of promotions, market adjustments and special performance increases.
8. Achievement Awards - In order to promote exceptional service and recognize those individuals who demonstrate it, the Commissioners may award a bonus which is not added to a recipient’s base pay but is over and above performance raises or adjustments.
9. Service Award
 - A. In an effort to recognize the dedicated and long term service of employees to the County, the following bonuses shall be awarded at these specified service landmarks:

5 Years	=	1.5% of employee’s base pay x 2080
10 Years	=	2.0% of employee’s base pay x 2080
15 Years	=	2.5% of employee’s base pay x 2080
20 Years	=	3.0% of employee’s base pay x 2080

- B. Time shall be calculated based on the most recent date that the employee was eligible for benefits. If a 60% or 80% employee receives the service award, it shall be pro-rated.
10. Cost-of-Living Adjustment - The Commission may award a cost-of-living adjustment to a class of employees' base salaries or as a lump sum distribution. The increase may be in lieu of, or in addition to, a performance raise or bonus and will be justified by cost of living indicators.
 11. Change of Position - An employee who is reassigned to another position shall be paid within the pay range of the new position.
 12. Termination Pay - When employees terminate, they shall be required to return all equipment and to clear all financial obligations involving their employment with the County prior to receiving the final paycheck. Any such obligation not cleared may be itemized and deducted from the final pay. Final pay, including compensation for all uncompensated hours worked, unused leave, and overtime will be issued on the next regularly scheduled pay period following termination.
 13. Premium Pay
 - A. Call-out Pay
 1. If an FLSA non-exempt employee is called in to work, a minimum of four hours shall be paid, or the time actually worked during the call-out period shall be paid, whichever is greater.
 2. Call-out time shall not be calculated for overtime except for the time the employee actually works. The rate does not apply to individuals that are called to work and not required to be available.
 - B. Certifications - Certain employees may become more efficient in their work duties by attaining certifications. The certifications must be approved by the Department Head and the HR Director prior to the pursuit of the certification.
 14. Relocation
 - A. The HR Director, as authorized by the County Commission, may negotiate up to \$4,000.00 in moving/relocation expenses for external key personnel, special circumstantial hiring, and management level new hires. The new employee shall submit a pay voucher for reimbursement and attach applicable receipts within the first week of employment. The employee shall be responsible for all applicable taxes.
 - C. The County shall withhold Federal, FICA, and State income taxes from an employee's reimbursement check.

15. Pay Advancement - The County will not make pay advances to employees.
16. Benefits
 - A. The benefits that the County provides represent a major portion of an employee's compensation and are designed to help the employee prepare for retirement, sickness, injury, or even death. The benefits consist of, but are not limited to, health care insurance, long-term disability insurance, various retirement options, paid time off, paid holidays, bereavement, and life insurance.
 - B. Because the County is not required by law to provide benefits, and because they represent a significant expense, the HR Director constantly monitors the cost and the extent of employee utilization. The Director may recommend modifications to benefits.
 - C. The County may add, amend, or eliminate benefits or reallocate the portion of the cost at will, with or without notice.
17. Personnel Status Changes - Personnel status changes, such as hiring, promotions, pay raises, or termination are not final and employees shall not begin in the new capacity until a notice of status change with a statement of justification for the action by the Department Head, a job description, a rating, or other support documentation have been submitted to human resources for approval. The Commission reserves the right to review actions of other elected officials and approve actions of all non-elected personnel.
18. Vehicle Allowance - In situations where excessive travel is required to provide service, an employee may be assigned a vehicle by the Department Head. With written approval by the Commission, a County owned vehicle (C.O.V.) may be used for business purposes and commuting to and from work. The vehicle is not to be used for any other personal use. While using a C.O.V. for commuting may be allowed, it is still considered a personal expense which will be paid by the employee in the form of a deduction from one's bi-weekly pay at a rate of the standard IRS mileage rate or a minimum of \$3.00 per day, whichever is greater. The Sheriff may authorize the use of police vehicles by department employees, exempting them from this policy.
19. Grants - Certain positions are funded through grants. Employees hired under these grants will be notified upon hire regarding the status of the position. The employee will be retained, assuming performance is satisfactory, as long as the grant funds are available.