

BOX ELDER COUNTY PERSONNEL POLICIES AND PROCEDURES

3.	JOB CLASSIFICATION AND WAGE SCALE
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3-1. Job Grades

County jobs are classified based on a job valuation factor that measures skill and education, working conditions, internal equity, and external position comparisons. Classifications are determined from information on job descriptions. To help determine classification, the human resource director may conduct a desk audit. The desk audit would normally involve answering a questionnaire and/or having the elected official, department head, or the employee demonstrate the functions of the position being classified.

All county non-exempt positions will be classified from specifications setting forth the duties and responsibilities of each position and the qualifications necessary for appointment to that position.

When a new position is created or a position is vacated, the elected official or department head shall work with human resources for classification of the position, with a description of the applicable duties and responsibilities to be assigned to the position.

When a position is vacated or the duties of a position change, the description shall be reviewed by the elected official or department head and human resources for consideration of reclassification.

3-2. Box Elder County Compensation Plan

Position Compensation

The county determines compensation levels for each position according to the market position as developed by the Human Resource Department and approved by the County Commission. The Human Resources Director comparatively evaluates a set of common factors and assigns each county position a job classification that encompasses a specific range of pay. The compensation for all positions is set according to each position's classification within the prevailing job market. It is the policy of Box Elder County that employee compensation will be conducted in a manner that will ensure fair treatment and an objective evaluation of employee performance in a confidential manner.

1. No compensation will be approved for any individual hired to fill a position unless the compensation conforms to the approved classification and compensation plan.

2. Unless an applicant's qualifications or experience suggest a higher beginning rate of pay, most employees will be hired at the entry compensation level and will progress through the salary range based upon performance. Highly qualified applicants may be hired up to 95% of the market rate as warranted and approved by the Human Resources Director.
3. The County Commission determines the amount of compensation for elected officials.
4. Public Safety Lateral Transfers will be given consideration for years of service from other entities and could be compensated at a higher rate than an entry level employee as determined by budget allowances and the Department Head, with approval by the Human Resources Director. Public Safety employees will accrue vacation at a lateral rate (see Section 7-6). Public employees will accrue vacation at the new employee starting rate. All new employees will accrue sick leave at the new employee starting rate.
5. Longevity increases will be reviewed by the County Commission during the annual budget process and will be based on a satisfactory performance appraisal rating completed within the 12-month period preceding the longevity increase.

Cost of Living Adjustments

The County will annually consider the approval of a cost of living adjustment for all employees. This adjustment should be made based on inflation and market data available and should be made effective January 1 of each year, subject to the availability of funds.

Merit Increases:

A merit increase is an increase in pay for an employee who has given sustained acceptable service over the past year. A merit increase is to be based on an employee's performance during the past year, along with their wage/salary position in relation to what the job market would pay for comparable duties, required education/training, and years of applicable experience.

1. *All merit increases are subject to the approval of funds for such increases by the County Commission and budgetary limitations.*
2. Regular full-time and part-time employees are eligible to receive a merit increase.
3. Temporary, seasonal, or probationary employees at or above the pay range maximum and employees whose performance is rated less than successful, shall not be eligible to receive a merit increase.
4. The performance appraisal form must be submitted to Human Resources. Merit increases will be effective in January, with the performance appraisal process occurring prior to that time. Merit increases become effective at the beginning of the pay period after the approval process is completed. The Department Head, Human Resources Director and the

County Commission must approve the merit increase before it is forwarded to the Payroll Department.

5. The County Commission shall adopt merit increase guidelines effective January 1 of each year during the budget session with final approval occurring when the fiscal year budget is approved.

Orientation Review and Adjustments

At the successful completion of an employee's initial 6-month orientation period, the Department Head is required to conduct a formal performance appraisal and evaluation of the employee's performance. An employee who successfully completes the orientation period is eligible to receive a *wage/salary adjustment subject to budget limitations*. The Department Head may recommend an adjustment between zero (0) and three (3) percent. The employee's status will change from "Evaluation Employee" to Permanent Employee.

Box Elder County Performance Evaluation Policy

Performance Appraisal and Evaluation

The performance of each employee shall be appraised and evaluated at least annually, with one performance appraisal due to Human Resources by September 30 of each year. Employees on orientation shall be evaluated at the end of the orientation period as previously outlined. In accordance with the merit principles, the County may appraise and evaluate an employee's performance at any time deemed appropriate by the Department Head or the Human Resources Director. Work performance shall be discussed with each employee and signed and dated by the employee and the supervisor. A copy of the evaluation shall be given to the employee with his/her acknowledgement of discussion and receipt by date and signature. The evaluation appraisal shall be maintained in the employee's personnel record in the Human Resources office.

1. The objective of the performance appraisal and evaluation is to ensure compliance with merit principles and thereby allow for proper wage/salary adjustments, discipline, classification changes, improved communication, job satisfaction, and clarified job expectations and job goals. Furthermore, the County's performance appraisal process is designed to stimulate an open environment for coaching between the Department Head and/or immediate supervisor and the employee.
2. It is the responsibility of the Department Head to ensure each employee participates in a performance appraisal and evaluation interview. The Box Elder County approved appraisal form should be completed at least annually during one of the interviews.

3. The performance appraisal and evaluation will be used to determine and justify wage and salary adjustments made through the merit increase process, as well as promotions, demotions, or disciplinary actions, although it is not the sole source for demotions or disciplinary actions.
4. The performance appraisal and evaluation process should emphasize the assessment of overall performance and cover the entire appraisal period but shall not reflect values inconsistent with valid occupational criteria.

3-3. Chief Deputy Wages

The county commission has determined that chief deputy positions may be appointed at the discretion of the Elected Official. Chief Deputies are exempt employees and are therefore excluded from the Fair Labor Standards Act and do not receive overtime or compensatory time off. The chief deputy salary will be set by the county commission. However, the salary of the chief deputy shall be equal to or greater than the salary the employee would receive under the regular county compensation plan. The salary for a chief deputy should be reviewed at least every three years. Chief Deputies receive the fringe benefit package that other full-time employees receive.

Chief Deputies serve in their position at the discretion of the elected official they serve under. Chief Deputies may be removed without cause from their position by the elected official they serve under. If an elected official decides to remove a chief deputy from their position, the employee, in accordance with Policy 2-4, may return to a classification comparable to one held prior to being promoted, unless the employee is terminated for cause. In the event that any chief deputy is found to have a serious behavior or performance violation, the elected official shall discipline the chief deputy in the same manner as a merit employee.

3-4. Annual Salary Increase for Elected Officials.

Elected officials will receive an annual cost of living adjustment equal to that given other employees of Box Elder County with an additional one percent (1%) salary increase. In the event no cost-of-living adjustment is given county employees in any given year, the elected officials of Box Elder County shall not receive a cost of living adjustment for that year.

The above and foregoing cost of living adjustment and equivalent one-percent salary increase is subject to being annually appropriated by the Box Elder County Commission. In the event the County Commission chooses to fund the salary increases identified and described in this policy, the County Commission shall include any such increases as part of the next year's budget process to become effective January 1 of the following year.

As the county gives notice of the annual budget hearing for Box Elder County, a portion of the notice will indicate that the elected officials are receiving, as part of the proposed budget, a cost of living adjustment and a one-percent (1%) increase. The annual public hearing for the adoption of the budget shall be considered the public hearing required by 17-16-14, Utah Code Ann. 1953 as amended.

3-5. Reclassification

When the assignment of an employee has changed substantially as to the kind and/or level of work, the elected official or department head shall initiate a request for change in classification. Reclassification may be subject to a desk audit by Human Resources and subject to budgetary limitations. If Human Resources recommends that a reclassification is not justifiable, the recommending party, elected official, and/or department head, may appeal the decision to the County Commission. If the appeal is denied, no similar request may be submitted within six (6) months.

Reclassification will follow the same rule as promotions in reference to compensation and will include a market study comparing both job description and compensation to that of other similar municipal entities. The reclassification of a position must be justified based on a defined change in duties, new responsibilities, etc.

3-6 Personnel Files and Review

The official file of each county employee and all original documents pertaining to each employee shall be maintained in the Human Resources Office for safe-keeping and confidentiality as prescribed by law; however, an individual file may be maintained of each employee by the elected official or department head in a secured location.

All personnel files are confidential with access being allowed only to the individual employee; the elected official or department head; the commission; the county attorney and human resources.

With the exception of some disciplinary actions, all personnel actions shall be signed by the affected employee, the elected official or department head, human resources director, and approved by the County Commission.

3-7 Pay Period and Checks

All employees will be paid through direct deposit. Pay may be deposited into a checking or savings account. Employee must have a valid account to be paid. Employees may have a maximum of three direct deposit accounts. Careful

consideration should be taken to limit the adjustments to direct deposit accounts to prevent errors.

Direct deposit vouchers will be available electronically through the Kronos application to each employee. An employee may opt in to receive either a mailed or electronic direct deposit voucher. Please contact HR to set up to receive a mailed voucher. It is the responsibility of the employee to make sure that the Human Resources Office has their current address on file.

Employees are paid bi-weekly, normally receiving 26 paychecks per year. The pay period begins on Sunday and ends Saturday and includes fourteen (14) days. The pay period ends on Saturday and the payroll information is issued on the following Friday. The following deductions are automatically taken out of salaries: (1) Federal income tax; (2) State income tax; (3) FICA; (4) Medicare tax.

A statement of total earnings and tax payments (W-2 forms) are provided to each employee shortly after the close of the calendar year.

Checks or payroll information will not be released to anyone other than the employee unless prior arrangements are made in writing.