

UTAH COUNTY PAY PLAN

Proposed by the Utah County Personnel Director pursuant to UCA 17-33-7(1)(c)(i)

Effective December 22, 1998

Updated January 28, 2014

- A. The Office of Personnel Management under the direction of the Director shall develop a County pay plan approved by the Utah County Commission including wages, salary, incentives, bonuses, leave, insurance, retirement, and other benefits for Career Service and exempt positions, except for the salary of elected officials.
 - 1. The Director may annually recommend to the County Commission adjustments to the pay plan to reflect changes in the cost of living, and/or to achieve comparable rates to those paid by other public jurisdictions in the labor market, taking into account competing industries as appropriate.
 - 2. Every third year, starting with 1999, the Director will base pay plan package adjustment recommendations on a market study. For the two years between each market study the recommended pay plan package adjustments will be based on a consumer index representative of changes in the cost of living.
- B. Employee Hires.
 - 1. The entry salary step for new employee hires is normally the first step of the range defined for the position classification. The Director may approve hires above the first step in unique situations warranted by prevailing wage rates, extra experience or qualifications, or by lack of availability of qualified applicants.
 - 2. The step at which the individual is hired will be defined as the first step for computing the waiting period between steps.
 - 3. Employees shall not be eligible for merit salary step increases during the probationary period.
- C. Salary Adjustments.

1. Probationary Step Increase. A merit salary step increase to the next step in the assigned salary step range may be approved upon successful completion of the probationary period.
2. Trial Period Step Increase. A merit salary step increase to the next step in the assigned salary step range may be approved upon successful completion of the trial period.
3. Annual Merit Salary Step Increase.
 - a. Annual merit salary step increases should not be confused with cost-of-living pay plan increases. Annual merit salary step increases may be incrementally awarded to the top step of the assigned salary step range based on an individual's proficient performance in their position.
 - b. Due to budgetary considerations, merit salary step increases may be suspended for specific periods of time on a County-wide basis by the County Commission. The Director will ensure equitable treatment of all employees affected by a subsequent reinstatement of merit salary step increases.
4. Promotion Salary Increase. When an employee is promoted, he/she shall be entitled to placement at the minimum step of the higher salary step range or to the step within the higher range providing a one (1) step increase, whichever is greater, provided that the promotion salary shall not exceed the maximum step in the range designated for the promotion position classification.
5. After consultation with the Department Head and the Board of County Commissioners, and when sufficient budgetary funding is available, the Director may approve salaries outside the parameters described above in unusual situations warranted by such factors as a)prevailing wage rates, or b)extraordinary qualifications, experience, or performance of an employee, where approving such an increase is expected to provide a long-range benefit to the County. The Director shall provide written justification for any increase approved pursuant to this section.

D. Demotion, Transfer, and Reassignment.

1. When an employee is voluntarily or involuntarily demoted, his/her salary step shall be reduced and shall be set by the department head to a step within the salary step range of the demotion position classification, and shall not exceed the maximum of the salary range, unless the demotion was a result of a position reclassification.
2. When an employee laterally transfers or is reassigned, he/she shall be compensated at the same salary step held prior to the transfer or reassignment. An employee's review date does not change when he/she is transferred or reassigned.

E. Time-Limited Positions. Compensation for time-limited positions (i.e., temporary, emergency, seasonal, interns, etc.) will be in accordance with a pay schedule developed by the Director annually and approved by the County Commission.

F. Acting pay. (effective 09/29/09) When a Career Service status employee is directed in writing and temporarily accepts the full duties, responsibilities, and accountability for a vacant position and the vacant position is of a higher step range than the employee's, the employee may be eligible for acting pay. Acting pay may be requested and authorized only when a vacant position is under active recruitment, or is temporarily vacant as the result of approved family and medical leave or military leave, or is temporarily vacant due to other circumstances as authorized by the Director.

Acting pay is at the rate of 1) five percent (5%) above his/her regular step or 2) the entry step of the range of the vacant position, whichever is greater. Acting pay is not paid when the employee acting in a vacant position is off for a holiday or on any other leave.

For an employee to be considered for acting pay, the employee's department head shall submit a written request to the Director identifying the vacant position, the employee's additional duties, the beginning date of the acting assignment, and the anticipated date when the position will no longer be vacant. Acting pay must be requested in advance in writing, authorized by the Director, and approved by the Board of Utah County Commissioners. Acting may be discontinued when the vacant position is filled, or

when requested by the Department Head, authorized by the Director, and approved by the Board of Utah County Commissioners.

- G. On-call pay. (effective 8/10/99) Occasionally, it may be necessary for a department head or designee to issue written assignments specifying time frames for employees of any status holding Career Service positions to be available and on-call to perform emergency work immediately upon notification at times outside assigned employee work schedules. On-call assignments should only be issued when employees must be restricted from using off-duty time effectively for personal pursuits. Reasons for on-call assignments are subject to review and approval by the Personnel Office and the County Commission. Employees asked to carry an electronic pager / cellular telephone to answer questions, to be contacted and/or asked to return to work if possible, or for any other purpose other than as required by the following on-call definition are not considered to be on-call. On-call is defined as time an employee must:

- Either remain at his/her residence OR remain within the same mileage radius as his/her residence of the appropriate County work site and carry an electronic pager / cellular telephone for immediate contact;
- Report to the assigned work site for duty within thirty (30) minutes from the time a call to duty is first initiated OR when traveling conditions are impaired and/or the work site is more than twenty (20) miles from the employee's residence, start traveling to the work site within fifteen (15) minutes from the time a call to duty is first initiated; and
- Restrict off-duty activities to ensure the appropriate physical and mental capability to immediately begin work at any time.

Employees assigned to work on-call and not complying with the above three (3) conditions are subject to disciplinary action.

Only full-time, Career Service status employees that are not exempt from the Fair Labor Standards Act (FLSA) are entitled to receive on-call pay. Pay for on-call time is at the rate of \$1.25 for each one (1) hour period. Hours worked in response to a call to duty are compensated as regular hours worked subject to appropriate overtime rules. Resolving an issue by

verbal communication without reporting to the work site is not considered a call to duty. On-call pay stops when an employee starts traveling to the work site in response to a call and resumes after the work is complete and the employee has traveled away from the work site. The actual time an employee starts traveling to the work site, arrives at the work site, completes the necessary work, and the time the employee completes his/her travel away from the work site must be documented using the on-call assignment form that is submitted with payroll time sheets and by supporting telephone calls as specified by department procedures for the time worked to be compensable. An employee cannot be paid both on-call pay and regular/overtime pay for the same hours.