

# Utah County Human Resource Management Policy 5-100: Pay Plan

## **Purpose**

The purpose of this policy is to set forth the Utah County pay administration and policy.

## **I. Policy**

The Utah County Office of Human Resource Management (OHRM), under the direction of the Director of OHRM (Director), shall be responsible for the design and administration of the compensation plan. Design of the plan shall achieve the goal to maintain a high-quality public work force, considering the responsibility and difficulty of the work, the comparative pay and benefits needed to compete in the labor market and to stay in proper alignment with other similar governmental units, and other factors.

Utah County will set pay rates of employees in a fair and equitable manner, in accordance with merit system principles and the current pay plan. Utah County will not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, age, disability, gender identity, sexual orientation or genetic information in its pay practices. All provisions, commitments, and conditions presented herein are subject to the availability of funding as provided in an approved annual personnel budget.

## **II. Procedures**

### **A. Pay Plan**

1. Annually, the Director shall recommend to the County Commission adjustments to the pay plan as needed to achieve competitive pay rates corresponding to those paid by other public jurisdictions in the labor market, considering total compensation and competing industries as appropriate.
2. Market pay studies should be conducted on a regular basis, considering both internal and external equity in the determination of a recommended pay grade for each position. Studies may be county-wide or for specific departments.
3. Pay plan supporting documents including but not limited to rate tables, position grades, pilot programs, incentives and premiums must be approved by the Director in consultation with the Commission and documented as an Addendum to the Pay Plan.

### **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 up to the

# **Utah County Human Resource Management Policy 5-100:**

## **Pay Plan**

mid- point of the pay range in situations warranted by prevailing wage rates, experience and qualifications, or lack of availability of qualified applicants. Pay step approval above the pay range mid-point or when there is insufficient budgetary funding must be done in consultation with the Board of Commissioners of Utah County (Commission).

2. Appointed Positions. In consultation with the Director and with sufficient wage budget available, the appointing authority may recommend a starting pay rate up to the mid-point of the pay range. Subsequent increases are at the discretion of the department head and should be administered in conjunction with a satisfactory performance appraisal. Exceptions to this policy may be approved by the Director in consultation with the Commission.

### **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 are distinct and separate from cost-of-living or market pay adjustments. 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 and the completion of a performance appraisal that meets or exceeds expectations.
  - b. Due to budgetary considerations, any pay action including merit salary step increases may be modified or suspended for specific periods of time on a County-wide basis through official action by the Commission. The Director will evaluate equitable treatment of all employees affected by a subsequent reinstitution of merit salary step increases.
4. Promotional pay increase. An employee promotion is defined by an increase in grade, an increase in job responsibility, a change in job title, and typically, movement into a supervisory position.
  - a. Promotions shall be accompanied by a two-step pay increase or a movement to Step A in the promotional grade whichever is greater.
  - b. Promotional pay increases will be based on the employee's current grade and step on the existing pay plan.
  - c. In no case will the salary level for the employee being promoted be less than the entry level or greater than the maximum for the pay grade of the new position.

## **Utah County Human Resource Management Policy 5-100: Pay Plan**

5. Career Ladder increases. A career ladder move is defined as a job-development increase based upon satisfying specific criteria as defined in the job description. Upon request of the department head, employees in the career ladder series are eligible if qualified, and budget is approved. This is non-competitive and not considered a promotion but does qualify the employee for a 2 step pay increase based upon their rate in the previous grade. The new pay rate shall be Step A if Step A is 2 or more steps above the previous pay rate. A trial period is not applicable for career ladder increases and the review date does not change.
- D. After consultation with the Department Head and Commission, and when sufficient budgetary funding is available, the Director may approve pay actions outside of the parameters described above in unusual situations warranted by such factors as:
1. Prevailing wage rates, extraordinary qualifications, experience, extraordinary work demands, hazardous conditions, or superior performance of an employee, where approving such an action is expected to provide a long-range benefit to the County.
  2. The Department Head shall provide to the Director written justification for any pay action to be considered for approval pursuant to this section. The Director shall review the written justification with the Commission and make a recommendation consistent with this section.
- E. Bonus Awards and Incentives
1. Excluding elected officials, all employees of Utah County Government are potentially eligible.
  2. All bonus awards must be discretionary and approved by the Director in consultation with the Commission.
  3. Based upon budget funding availability, a department head or elected official may recommend a discretionary bonus for a specific employee of no more than the annual value of one step. The award must be requested to the OHRM.
  4. Bonus awards are to be used to recognize employee contributions that have exceeded expectations for exceptional performance or organizational cost savings. The employee contribution must be for an action or accomplishment that is beyond the scope of the employee's regular day-to-day activities and assignments.
  5. Any exception to this policy must be approved by the Director in consultation with the Commission.
- F. Demotion, Transfer, and Reassignment
1. When an employee is voluntarily or involuntarily demoted, his/her salary may be reduced, based upon the recommendation of the Director to a step within the salary range of the

## **Utah County Human Resource Management Policy 5-100: Pay Plan**

- demotion position pay grade, and should not exceed the maximum of the pay grade, 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.
- G. Time-Limited Positions. Compensation for time-limited positions (i.e., part-time non-benefited, temporary, emergency, seasonal, interns, etc.) will be in accordance with a pay schedule developed by the Director.
- H. Acting Pay. 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.
1. 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.
  2. 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.
  3. Acting pay must be requested in advance in writing, authorized by the Director, and approved by the Board of Utah County Commissioners.
  4. Acting pay may be discontinued when the vacant position is filled, or when requested by the Department Head, authorized by the Director in consultation with the Commission.
- I. On-Call Pay. 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.
1. 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 OHRM.
  2. On-call is defined as time an employee must:

## **Utah County Human Resource Management Policy 5-100: Pay Plan**

- a. 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,
    - b. 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
    - c. Restrict off-duty activities to ensure the appropriate physical and mental capability to immediately begin work at any time.
  3. Employees assigned to work on-call and not complying with sub-paragraph 2, above are subject to disciplinary action.
  4. Employees may be asked to carry a 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.
  5. Normally, 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. Exceptions to this policy may be made by the Director in cases of operational exigency.
  6. Pay for on-call time is at the rate of \$2.00 for each one (1) hour period.
  7. 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.
  8. 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.
- J. Other Premium Pay
1. In consultation with the Commission, additional premium pay may be recommended and implemented by the Director in cases of unusual or hazardous work situations where such pay is appropriate and supported by a demonstrated operational exigency. Other Premium Pay may be rescinded at any time as determined by and at the discretion of the Director in consultation with the Commission.

# **Utah County Human Resource Management Policy 5-100: Pay Plan**

## **III. References**