

**CALHOUN COUNTY
BOARD OF COMMISSIONERS
POLICY STATEMENT**

SUBJECT: JOB CLASSIFICATION & COMPENSATION	DATE APPROVED: 12/15/2022	EFFECTIVE: Immediately	POLICY NO. 310
	REPLACES: 310 Adopted 6/2/2022		

I. EMPLOYEE CLASSIFICATION

A. At-Will Employment: Except as otherwise provided by law, Non-Union Employees, Department Heads, Appointed Officials, and Deputies to Elected Officials are At-Will Employees. This means that the Employer may terminate the employment relationship with the Employee at any time, with or without cause or notice. While the Employer may elect to follow a progressive discipline procedure, there is no obligation whatsoever to do so and is at the sole discretion of the Employer. The County Administrator/Controller has the sole authority to enter into an Agreement that is contrary to At-Will employment, and to be enforceable, such an Agreement must be in writing and signed by the Administrator/Controller.

B. Employee Status Definitions:

Full-Time Employee – A full-time Employee is an Employee whose normal work schedule is at least eighty (80) hours per each two (2) week pay period.

Part-Time Employee – A part-time Employee is an Employee whose normal work schedule is less than eighty (80) hours per each two (2) week pay period.

C. Contract Employees: The County may choose to contract its employees through a staffing company. Such arrangements will be pre-approved by the Board of Commissioners through the annual budget resolution.

II. JOB CLASSIFICATION SYSTEM

A. Job Descriptions: Current job descriptions are maintained by the Human Resources Department for all positions. Each job description includes a descriptive title, a summary of purpose, a list of typical duties and responsibilities, job qualifications and working conditions. The Employer may modify any job description at its discretion. Each Employee will be given a copy of their job description at the time of hire, promotion, transfer, or when the job description is changed.

B. Job Classification: The Employer has established rates of pay and job classifications for all positions. Positions are classified according to the duties and responsibilities

listed in the job descriptions, in coordination with a job analysis process. As part of the job analysis process, points are assessed for eight separate factors, including: 1) Education and Work Experience; 2) Judgment and Independence of Action; 3) Internal and External Relations; 4) Supervisory or Managerial Responsibility; 5) Job Complexity; 6) Responsibility for the Rights, Well-Being, and Safety of Others; 7) Impact on Programs, Services and Operations; and 8) Working Environment. Positions are then classified appropriately based on the job analysis points assessed, internal equity, and market trends.

- C. **Job Reclassification:** If the duties and responsibilities of an established position are permanently and significantly changed, or if it is believed that a position is misclassified, the following action should be taken:

First, the responsible Department Head, Appointed Official or Elected Official (hereinafter referred to as Department Head) should request of the Human Resources Director a position re-evaluation. Requests for re-evaluation should be limited to once in a 12-month time period.

Second, the position incumbent and the incumbent's Department Head will be asked to document in writing the position's job duties and responsibilities, through the completion of a Job Analysis Questionnaire. The questionnaire and any supporting documentation should be forwarded to the Human Resources Director where it will be provided to the Reclassification Committee for evaluation and recommendation to the County Administrator/Controller. When the Reclassification Committee has reviewed the position and formulated a decision based upon all relevant information, the County Administrator/Controller will be notified of the results. The County Administrator/Controller will review the recommendation and also take into account the financial policies and capabilities of Calhoun County. Following the review, the responsible Department Head and the position incumbent will be notified of the results. In situations where the pointing process and options for reclassification of a position are limited but in-line with the job analysis assessment factors and/or determined through market data or internal equity with other similar positions, the Human Resources Director may forego the reclassification committee referral and provide the recommendation directly to the Administrator/Controller for review.

The reclassification will become effective the first day of the pay period following approval by the County Administrator/Controller. In cases where an Employee has already assumed the duties of a position that has been approved in the reclassification process, the effective date and any retroactivity of wages will be granted back to the date on which the reclassification request was submitted or other date to be determined by the Administrator/Controller.

III. **COMPENSATION SYSTEM**

- A. **Job Compensation:** The objective of the compensation system is to provide an appropriate salary structure to effectively recruit and retain quality Employees. The compensation system includes schedules of pay grades and salary ranges consisting of minimum and maximum rates of pay, as well as steps within each grade. The

classification structure (grades) will be linked to the job analysis criteria identified in Section II B.

B. Fair Labor Standards Act (FLSA) Status Definitions:

Non-Exempt - Non-Exempt Employees, as defined by the FLSA, are required to be paid at least the federal and applicable state minimum wage for all hours worked. Non-exempt Employees shall be required to account for all time worked on an hourly basis and will receive compensatory time or overtime wages at a rate of one and a half (1 ½) for all hours worked over forty (40) in a work week.

Exempt Employee - Exempt Employees are defined as Employees who, based on duties performed and manner of compensation, shall be exempt from the Fair Labor Standards Act minimum wage and overtime/comp-time provisions. Exempt Employees shall be paid an established annual salary and are expected to fulfill the duties of their positions regardless of hours worked.

C. Wages:

Elected Officials and Deputies to Elected Officials: The salary for Elected Officials (excluding Judges) and Deputies to Elected Officials are determined by the Board of Commissioners annually. Circuit, District and Probate Judge's salaries are established by state law as a percentage of the salary paid to a Justice of the State Supreme Court. The Board of Commissioners must approve the resulting County-paid salaries in order to qualify for full state reimbursement. Salaries of the Justices of the Supreme Court are set by the State Officers' Compensation Commission.

Non-Union Employees: A separate salary schedule has been established for non-union Employees. On each anniversary of the Employee's position date, the Employee shall advance to the next step in the pay range.

New Hires: The starting rate of pay for new hires should normally be at the minimum of the assigned pay grade. Starting pay that is higher than the minimum of the assigned pay grade may be acceptable for such reasons as relevant education and/or work experience that exceed the minimum employment requirements, market comparables or other unique situations. In such cases, starting rates above the minimum must be approved by the County Administrator/Controller.

Job Awards and Transfers: Current Employees, who are awarded a County non-union position pursuant to the provisions of Board Policy 306 (Job Openings) or transferred into a new classification through position reclassification, demotion or other similar movement, shall be placed on the wage scales as follows:

Employees awarded or transferred into a position within the same pay grade will remain at the same step and rate of pay. The Employee's position date will not be adjusted as it relates to future step increases.

Employees awarded or transferred into a position that is in a higher pay grade, will be placed in the step on the new scale that provides at least a 3% increase. In unique

circumstances, the Administrator/Controller may approve an increase to a higher step. The movement to a higher pay grade shall result in a new position date that will be utilized for future step increases.

Employees awarded or transferred to a lower pay grade, will be placed in the same step in the lower classification but not necessarily the same pay rate. The Administrator/Controller may approve an increase to a higher step depending on the specific situation. The Employee's position date will not be adjusted as it relates to future step increases.

If applicable, accrued benefits shall transfer with the Employee (i.e. PTO) and future benefits will be earned in accordance with Board Policy.

D. Overtime and Compensatory Time:

Eligibility: Non-Exempt (Hourly) Employees are entitled to overtime or compensatory time wages. Exempt Non-Union Employees, Department Heads, Appointed Officials, Elected Officials and their Deputy are not eligible for overtime or compensatory time wages.

Overtime: Hourly, non-exempt employees may be required to work beyond their normal work schedule from time to time. All overtime must be authorized in advance by the employee's supervisor. Time and one-half (1-1/2) an employee's regular straight time hourly rate of pay shall be paid for all work performed in excess of forty (40) hours in any work week. For purposes of calculating overtime pay under this section only, Paid Time Off and Holiday Pay received by eligible employees shall be considered hours actually worked.

Hourly non-exempt employees shall also be paid time and one-half (1-1/2) the employee's straight-time regular rate of pay for all hours actually worked on holidays, plus holiday pay if an employee is otherwise eligible. The Employer reserves the right to substitute another day off with pay within the same work week in which the holiday occurs in lieu of paying the premium provided for by this subsection.

Compensatory Time: Hourly, Non-Exempt Employees may choose to accrue compensatory time at a rate of one and one-half (1 ½) hours for each approved hour actually worked in excess of forty (40) hours in a work week instead of receiving overtime pay. For purposes of this section only, Paid Time Off and Holiday Pay received by eligible employees shall be considered hours actually worked. Compensatory time shall not accrue in excess of one hundred (100) hours.

An employee who wishes to use any earned compensatory time off should inform their supervisor of how much time is requested, and the supervisor will schedule the employee for the requested amount of time off within a reasonable time period (defined as within 30 days after the request is received) unless doing so would unduly disrupt operations of the Department. Whenever possible, the compensatory time off will be scheduled to be taken when mutually agreeable with the employee and the supervisor. An employee taking compensatory time off or being cashed out will be

paid for such time at the employee's regular rate in effect at the time. The Employer reserves the right to schedule time off for the Employee to liquidate or reduce accrued compensatory time.

Benefits At Termination: Upon termination, earned and accrued compensatory time will be paid out within fourteen days of the Employee's termination date at their current rate of pay at termination.

- E. **On-Call Compensation for IT Support:** This section applies to IT staff that provide direct support for information technology systems deemed critical and are required by the Employer to participate in an on-call rotation.

The designated on-call employee for IT is responsible for response and coordination of effort to resolve the precipitating event. IT Employees required to participate in an on-call rotation shall be compensated at a rate of \$200 per on-call week.

- F. **Call-Back or Remote Response:** Non-Exempt employees that have left work and must later return to respond to a critical system issue or emergency shall receive overtime or compensatory time as described in Section D above, but will receive a minimum of two hours for each call-back period. If the call-back occurs during a County holiday observance, the employee shall receive holiday pay in addition to the actual hours worked. Non-Exempt employees that have left work and later respond to a critical system issue remotely shall receive a minimum of 30 minutes for each critical issue response. Exempt employees shall not be entitled to additional compensation or compensatory time, however, may work with their manager regarding flexible scheduling options if operationally feasible.

- G. **Lead Positions:** Employees that serve in a lead role capacity, but are not classified as supervisors, shall receive extra compensation for the additional responsibility level. Hourly, non-exempt employees shall receive an additional amount of \$1.00 per hour worked and exempt salaried employees shall receive an equivalent lump sum for the full pay period included in their bi-weekly wage.

- H. **Longevity:**

Eligibility: All full-time County Non-Union Employees, Department Heads, Appointed Officials, Elected Officials and their Deputies (excluding the Board of Commissioners) hired before January 1, 2010 are eligible to receive longevity payments. Employees hired on or after January 1, 2010 are not eligible for longevity benefits. As of January 1, 2018, Employees transferring into a County Non-Union position from another unit shall retain longevity only if they were already receiving it in the other unit at the time of the transfer.

Registered Nurses hired prior to January 1, 2006 that were eligible to receive a maximum longevity bonus of \$1,500 shall be grandfathered with that maximum. Registered Nurses hired prior to March 20, 2003 shall be covered under the County Non-Union benefit provisions listed below. Registered Nurses hired after March 20, 2003 are not eligible for a longevity bonus.

Benefits: Longevity benefits shall be determined on an Employee’s anniversary date of hire each year. All full-time Employees who have completed a minimum of five (5) years of continuous service with Calhoun County shall receive longevity benefits calculated on the following scale for each full year of continuous service.

	<u>Amount per year of Service</u>	<u>Maximum Payment</u>
Elected Officials	\$60.00	\$1,200.00
Deputies to Elected Official	\$60.00	\$1,200.00
Appointed Officials	\$60.00	\$1,200.00
Department Heads	\$60.00	\$1,200.00
County Non-Union Employees	\$50.00	\$1,200.00

Payment: Longevity benefits shall be paid in the same pay period in which the Employee’s anniversary date falls.

Benefits At Termination: There shall be no pro rata longevity payments upon an Employee’s termination.

- I. **Direct Deposit:** All Employees are required to be paid by direct deposit.

- J. **Severance Payment:** In the event that members of the County Administrative-Executive team reporting to the Administrator/Controller are terminated from employment without cause, they shall be entitled to bi-weekly salary continuation for a period of three months from the date of termination unless otherwise covered in an Employment Agreement. For purposes of this section only, “cause” shall be defined as the following: 1. Dishonesty, theft, or breach of fiduciary duty; 2. Conviction of any felony; and 3. Breach of any laws, rules, and/or regulations related to the duties and functions of their respective positions. There shall be no entitlement to insurance benefits upon termination, except as otherwise provided by law in accordance with COBRA.

- K. **Payment at Death of Employee:** Unpaid wages and benefits due to a deceased Employee shall be paid in accordance with the beneficiary designation filed by the Employee for the County provided term life policy. In the absence of a valid beneficiary designation, payment shall be made pursuant to statute.