

Stark County Board of Developmental Disabilities

Policy 4.57 Salary Administration	Effective: 10/26/15
Chapter 4: Human Resources	Page 1 of 5

SALARY ADMINISTRATION

POLICY

The Board recognizes that employees are the most important resource the program has in providing services to people with developmental disabilities. Salary Administration programs are designed to provide competitive and equitable base pay to all employees, through the use of salary structures and formal policies and procedures. It is the Board's intent, within its ability to pay, to maintain a compensation program that will maximize the recruitment, performance, and retention of the best qualified employees at all levels of responsibility, as well as be externally competitive, internally consistent, and fair.

The Superintendent is authorized to develop salary recommendations on an annual basis, based on available resources, and to institute systematic procedures for implementing and maintaining a salary administration program.

.

Historical Resolution Information		Reviewer(s): Superintendent
Date	Resolution Number	
2/18/12	02-18-12	
9/26/15	09-50-15	

Stark County Board of Developmental Disabilities

Policy 4.57 Salary Administration	Effective: 10/26/15
Chapter 4: Human Resources	Page 2 of 5

SALARY ADMINISTRATION

PROCEDURE

SALARY RANGES

1. For all non-represented positions, job descriptions will be used to evaluate positions. Job descriptions are updated as appropriate. The point-factor method is the most commonly used method of job evaluation, which involves using specific factors to evaluate job worth. The Board will use a modified Hay Plan point factoring framework, which is an analytical, factor-based scheme, to measure the relative worth of jobs within the agency.
2. The non-represented point factoring scores will be maintained within the Department of Human Resources and will be reviewed from time to time to ensure accuracy and relevancy.
3. Thirteen salary ranges will be maintained by the agency and non-represented positions will be placed within the ranges by the position's point factoring score. Salary ranges have been established by using a 30 point span.
4. Salary ranges have been derived by an extensive market study using organizations with comparable positions including County Boards and public employers. Salary ranges are broad with each having a mid-point as the basis. (The mid-point for each range signifies the place on the scale where the employee should have reached competency.) The low and high ends of the ranges were set using mathematical calculations combined with testing for market competitiveness.

The Board will periodically re-evaluate salary ranges by testing them against the market, as well as benchmarking individual positions through an outside salary study to ensure the Board's compensation program is externally competitive, internally consistent, and fair. The Board will make an adjustment to any employee during the June annual salary review that is found by a comprehensive salary study to be below a salary range.

5. For employees within the bargaining unit, salary scales and schedules will be bargained in accordance to the collective bargaining agreements.

NEW HIRE SALARY PLACEMENT

1. All new hires to non-bargaining positions will be placed into the appropriate salary range for the position based upon their total overall experience and pay history, as determined by the Superintendent.

Stark County Board of Developmental Disabilities

Policy 4.57 Salary Administration	Effective: 10/26/15
Chapter 4: Human Resources	Page 3 of 5

2. For employees hired into bargaining units, the collective bargaining agreement will be followed.

PROMOTIONAL SALARY PLACEMENT

1. Promotion is defined as acquiring a new position for which the entry salary range for the new position is higher than the entry salary range for the prior position. A non-bargaining employee who is promoted into a new position shall be placed into the new salary range such that they receive a minimum increase of 5% in base salary or are placed at the entry level of the new range, whichever is higher.
2. For employees hired into the bargaining units, the collective bargaining agreement will be followed.

TEMPORARY WORK LEVELS

1. Employees who are temporarily assigned to replace an absent non-represented employee, or to fill a vacant position during the posting and selection process with a higher pay range than their own are eligible for a temporary working level pay adjustment of a minimum increase of 5% in base salary or are placed at the entry level of the new range, whichever is higher.
2. Non-represented, exempt employees may serve in a temporary working capacity for a period not to exceed two years.
3. Non-exempt employees may serve in a temporary working capacity during the posting and selection process for a vacant position for a period not to exceed 120 days unless mutually agreed to by the parties.
4. During temporary working level assignments, employees also may maintain responsibility for their permanently assigned positions.
5. For temporary work levels within the bargaining units, wages will be set by the terms and conditions of the respective collective bargaining agreement.

DEMOTION SALARY PLACEMENT

1. Demotion is defined as acquiring a new position for which the entry salary range for the new position is lower than the entry salary range for the prior position. Demotion may be accomplished either voluntarily or involuntarily. A non-bargaining employee who is demoted into a new position shall be placed into the new salary range such that they will be at the same percentage in the new salary range as they were in the previous salary range. (e.g. An employee is earning

Stark County Board of Developmental Disabilities

Policy 4.57 Salary Administration	Effective: 10/26/15
Chapter 4: Human Resources	Page 4 of 5

\$35,000 and the existing salary range is from \$30,000 to \$50,000. They are 25% into the range so they will be placed 25% into the new salary range.)

An employee with a management contract will be assigned the new position and its resulting pay as calculated in number 1 of this section upon the generation of a new management contract.

2. For employees in the bargaining units, the collective bargaining agreement will be followed.

SUPERINTENDENT SALARY REVIEW

1. The non-represented administrative, supervisory, and clerical employees may receive a salary and wage review due to the findings of a job audit that results in a job reclassification, an increase in job duties, or an equity issue is found where an employee holds a job which has more responsibility than another position that is at a higher salary level. The job holder of the more responsible or equally responsible job may be adjusted to develop parity, or moved accordingly within the salary range to rectify the equity issue.
2. Any employee with questions regarding their salary placement is to submit their concerns in writing to the Superintendent.
3. For employees in the bargaining units, the collective bargaining agreement will be followed for grievances that arise regarding concerns of working out of classification. If a grievance of this nature arises, a job audit will be performed and the necessary administrative action taken.
4. In all cases of salary and wage review(s) of this nature, the Superintendent will approve the salary and wage adjustment and advise the Personnel and Finance Committee of the action taken.

ANNUAL SALARY REVIEW

1. The Board conducts an annual review of all employees with the purpose of determining wage and salary adjustment. All such adjustments are contingent upon budgeting requirements of the Board and agreements entered into with the employee. The annual review of employee wages and salaries is the only time the Board considers salary and wage matters. Exceptions to this practice are temporary work levels, job reclassifications as a result of a job audit, internal equity issues, promotions and demotions.

Stark County Board of Developmental Disabilities

Policy 4.57 Salary Administration	Effective: 10/26/15
Chapter 4: Human Resources	Page 5 of 5

2. When a non-represented employee receives a salary adjustment, he or she will receive a notification letter.
3. An employee whose salary exceeds the maximum point in their salary range during an annual review will not be eligible for a wage increase that year. In its place, the Superintendent may authorize compensation in the form of a lump sum payment. This practice will not be implemented prior to the 2014 annual salary review. Any employee receiving a lump sum payment will receive a notification letter.

The Board recognizes that employees are the most important resource the program has in providing services to people with developmental disabilities. It is the Board's intent, within its ability to pay, to maintain a compensation program that will attract and retain the best qualified employees at all levels of responsibility, as well as be externally competitive, internally consistent, and fair.

The Superintendent is authorized to develop salary recommendations on an annual basis, based on available resources, and to institute systematic procedures for implementing and maintaining a salary administration program.

The Superintendent will develop procedures for this policy.