

**PAY PLAN
#370**

1.0 GENERAL PROVISIONS. The Personnel Director, in conjunction with the County Commission shall be responsible for the development and maintenance of a uniform and equitable pay plan which shall consist, for each class of positions, of minimum and maximum rates of pay and such intermediate rates as deemed necessary and equitable.

1.1 Each year, the Personnel Department shall obtain a salary survey of positions in the surrounding area. The Director shall then develop preliminary salary recommendations and present them to the County Commission.

1.2 Annually, the County Commission shall review and adopt a compensation plan and fringe benefit package after considering the recommendations of the Personnel Director. Pay rates shall provide equal pay for equal work.

2.0 Salary ranges shall be linked directly to the position classification plan and shall be determined with due regard to the following considerations:

- A. Pay ranges in other classes.
- B. Pay ranges of pay for similar employment
- C. Cost-of-living considerations.
- D. Other benefits received by employees.
- E. The financial policy and economic conditions of the County.

3.0 ADJUSTMENT TO NEW PLAN. When the County compensation plan is increased or decreased because of the considerations listed in 2.0, employees shall retain their respective position in the range for their class.

4.0 A salary adjustment may be made for special conditions relating to an employee's education, experience and an evaluation of the employee's overall situation. Requests and justifications shall be written and submitted to the Personnel Director. Technical adjustments shall not affect an employee's eligibility date. The adjustment shall not exceed the salary range established for the position.