

Title: Salary Administration  
Policy Number: 201  
Effective Date: July 1, 2009  
Revision Date: November 1, 2013  
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to pay employees in a nondiscriminatory and competitive manner. However, all compensation policy decisions must take into consideration the County's overall financial condition and competitive position.

Comments:

- (1) New employees generally will be hired at the starting rate assigned to their job grade. The Department Head may recommend higher starting rates depending on an applicant's experience or skill level or other competitive considerations at the time of hire. These recommendations must be reviewed and approved before implementation by the appropriate Department Head, the Human Resources Director and the Board of Supervisors.
- (2) When determining wage rates, the County shall take into consideration overall compensation including numerous non-cash benefits such as health, dental, and life insurance, vacation, holidays, and other similar factors.
- (3) Employees who have questions about the County's salary administration and benefits program should direct their concern to their supervisor, Department Head, or the Human Resources Department.
- (4) **General Pay Increases:** All pay increases will be effective upon approval of the Board of Supervisors. Across the board pay increases may be granted on an annual basis to those classifications assigned to a step and grade salary schedule. Salary schedules shall be adjusted accordingly and shall become effective as determined by the Board of Supervisors. Employees who are eligible for across the board pay increases shall receive the increase at the beginning of the pay period in which the effective date for the pay increase occurs.
- (5) **Step Increases:**
  - (a) **Completion of Introductory Period and General Step Increases**  
Upon successful completion of the introductory period new full-time employees may be eligible for a step increase. Step increases may be waived if a new employee's introductory period is extended for

step of the salary schedule. Employees whose introductory period has been extended shall receive their step increase upon successful completion of the extended introductory period. Employees eligible for step increases shall receive the step increase at the beginning of the pay period in which the employee's anniversary date occurs or at the beginning of the pay period in which the employee had a change in his/her job classification status; whichever is applicable.

Step increases for part-time employees are based upon hours worked. i.e. Annual step advancement for full-time employees occurs after 2,080 work hours. Part-time employees, who work twenty (20) hours per week, shall not advance to the next pay step until completion of 2,080 work hours (approximately two years of employment). All paid leave is considered as hours worked for the purpose of this section.

(b) **Step Increases after Promotions:**

Employees who are promoted to a higher job classification are eligible for a step increase after the completion of one (1) year in the new position. The promoted employee's position classification anniversary date shall dictate all future step increases.

(c) **Step Increases after Reallocation:**

Employees who are reallocated to a job classification shall advance through the pay plan in accordance with their reallocation date. The reallocation anniversary date shall dictate future pay step advancements.

(6) **Rate of Pay for Promotion:** An employee who is "promoted" shall advance to the appropriate promotional pay grade and shall go to a pay step that guarantees a minimum of a five percent (5%) pay increase. If the 5% minimum is not an option within the new pay grade, the employee shall be placed at the maximum step of the new classification. The employee's job classification anniversary date shall be utilized to dictate future pay step increases.

(7) **Rate of Pay for Reallocation:** An employee who is reallocated to a different job classification shall advance to the appropriate pay grade and shall go to a pay step that guarantees a minimum of a five percent (5%) pay increase. If the 5% minimum is not an option, the employee shall be placed at the maximum step of the new classification. The employee's reallocation anniversary date shall be utilized to dictate future pay step increases.

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(8) **Rate of Pay for Demotion:** If an employee is demoted, the rate of

pay shall be determined as follows:

- (a) If the rate of pay in the higher grade position is more than the maximum rate of pay for the position to which demoted, the rate of pay shall be reduced to no more than the maximum rate of pay of the lower position.
  - (b) If the rate of pay in the higher grade position falls within the range of the pay grade for the position to which demoted, the rate of pay may remain unchanged.
- (9) **Rate of Pay for Transfer:** If an employee transfers to another county department to a position which is assigned to an equivalent pay grade, their rate of pay shall remain unchanged.

If a current County employee applies for and is selected for a position which is assigned to a lower pay grade, the Department Head along with the Human Resource Director shall determine the pay step assignment.

- (10) **Rate of Pay for Red-Circled Employees:** In the event that a job classification's base salary is significantly higher than comparable positions in the labor market, the Department Head may determine to "red-circle" or freeze the base wage for employees in said job classification. The purpose of red-circling an employee's salary is to allow the wages for the position to "catch-up" to the employee's salary. Red-circling an employee's salary is an option when a wage discrepancy is created through no fault of the employee. This is done rather than reduce the base salary of the employee.

If an employee's rate of pay is red-circled, he or she shall not receive any additional compensation until the maximum rate of the appropriate pay grade "catches up" with the employee's base salary. Once the maximum rate is equivalent or bypasses the wage of the red-circled employee, the employee will be placed back on the job classification's assigned pay grade at an appropriate pay step.