

BOX ELDER COUNTY PERSONNEL POLICIES AND PROCEDURES

3.	JOB CLASSIFICATION AND WAGE SCALE
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3-1. Job Grades

County jobs are classified based on various factors such as skill and education required, working conditions, internal equity and external comparison. Classifications are determined from information on job descriptions. The personnel director, to help determine classification, may conduct a desk audit. The desk audit would normally involve answering a questionnaire and/or having the elected official, department head manager or the employee demonstrate the functions of the position being classified.

All County non-exempt positions will be classified **from** specifications setting forth the duties and responsibilities of each position and the qualifications necessary for appointment to that position.

When a new position is created or a position is vacated, the elected official or department head shall request in writing from the personnel director a Personnel Requisition and Analysis Form (BEC Form #004) for classification of the position, with a position description of the applicable duties and responsibilities to be assigned to the position.

When duties of a position change, the description shall be rewritten by the elected official or department head and presented to the Personnel Office for review and consideration of reclassification.

3-2. Wage Steps

Each job classification is assigned a pay range with a starting rate and step increases. **Advancement within the step range is not automatic or guaranteed. It is based upon satisfactory performance by the employee.**

Employees are eligible for a step increase after review and recommendation from the elected official or department head/manager to personnel management with final approval of the County Commission.

- Newly hired full and part-time employees performance will be evaluated in the first six months for consideration for first step increase, regardless of the step at which they were hired. After the first increase the following time between steps must be met.
- Employees starting at Step 1 become eligible to increase to Step 2 after six months of continuous full-time or part-time employment and after having successfully completed the evaluation period;
- An employee will be eligible for Step 3 after one year in Step 2;
- Additional increases up to Step 6 will be available upon completion of 18 months between steps;
- There will be a two-year period between Steps 6 through 9;
- There will be a three-year period between Steps 9 through 15.

Time between steps is based on the effective date of the last step increase, unless an employee is reclassified; or transferred to another department and promoted to a higher classification, or demoted to a lower classification. Retroactive pay beyond the present pay period will only be allowed under extenuating circumstances to be determined by the County Commission.

Factors, which do not affect eligibility for step increases:

- * Adjustments resulting from salary and wage survey.
- * Transfer, which does not result in pay increase.
- * Leave Without Pay fewer than 30 days.
- * Military Leave without pay necessitated by a draft or reserve call-up because of national emergency.
- * Rank Advancement within Sheriff's Department

3-3. CHIEF DEPUTY WAGES

The County Commission has determined that Chief Deputy positions would have two levels of compensation. A newly appointed Chief Deputy will be appointed as an entry level Chief Deputy I, whether they are a current employee within the system or selected from outside the system, and remain as a level I until they have completed one year of service from date of appointment. At their one-year anniversary date, they are eligible to be considered for Chief Deputy II status based on satisfactory performance.

Rate of pay for a Chief Deputy I will be \$ 3,000.00 per year less than the established rate of pay for a Chief Deputy II. The Chief Deputy salary will be set by the County Commission. The salary for Chief Deputy should be reviewed at least every three years.

3-4. ANNUAL SALARY INCREASE FOR ELECTED OFFICIALS.

Elected Officials will receive an annual cost of living adjustment equal to that given other employees of Box Elder County. In the event no cost of living adjustment is given County employees in any given year, the elected officials of Box Elder County shall not receive a cost of living adjustment for that year. In addition, Elected Officials of Box Elder County shall receive a one percent annual salary increase.

The above and foregoing cost of living adjustment and equivalent one-percent salary increase is subject to being annually appropriated by the Box Elder County Commission. In the event the County Commission chooses to fund the salary increases identified and described in this policy, the County Commission shall include any such increases as part of the next year's budget process to become effective January 1st of the following year.

As the County gives notice of the annual budget hearing for Box Elder County, a portion of the notice will indicate that the elected officials are receiving, as part of the proposed budget, a cost of living adjustment and a one-percent increase. The annual public hearing for the adoption of the budget shall be considered the public hearing required by 17-16-14, Utah Code Ann. 1953 as amended.

All job descriptions and classifications shall be reviewed when a job opening occurs and as needed.

3-5. Reclassification

When the assignment of an employee has changed substantially as to the kind and/or level of work, the elected official or department head shall initiate a request for change in classification. Such request shall be submitted in writing to the personnel director, accompanied by a position description prepared by the elected official or department head/manager. Reclassification may be subject to a desk audit by the personnel director and subject to budgetary limitations. If the personnel director recommends that a reclassification is not justifiable, the recommending party, Elected Official/Department head, may appeal the decision to the County Commission. If the appeal is denied, no similar request may be submitted within six (6) months.

Reclassification will follow the same rule as promotions in reference to salary and grade.

The reclassification of a position must be justified based on a defined change in duties, new responsibilities, etc.

3-6 Personnel Files and Review

The personnel director will provide a Performance Appraisal annually to each department. The elected official, department head or supervisor shall review employees annually, with at least one week's notice given to the employee prior to evaluation. **Work performance shall be discussed with each employee and signed and dated by the employee and the supervisor. A copy of the evaluation shall be given to the employee with his/her acknowledgement of discussion and receipt by date and written signature.** The form shall be signed by the employee; the elected official, department head or supervisor; and the person reviewing the appraisal (in most cases, the personnel director). The original Performance Appraisal shall be maintained in the employee's personnel file in the Personnel Office.

The master (official) file of each County employee and all original documents pertaining to each employee shall be maintained in the Personnel Office for safe-keeping and confidentiality as prescribed by law; however, an individual file may be maintained of each employee by the elected official or department head in a secured location.

All personnel files are confidential with access being allowed only to the individual employee; the elected official or department head; the Commission; and Personnel Department.

All personnel actions shall be signed by the affected employee, the elected official or department head manager, or supervisor, personnel director and Commission.