

## BOX ELDER COUNTY PERSONNEL POLICIES AND PROCEDURES

<b>3.</b>	<b>JOB CLASSIFICATION AND WAGE SCALE</b>
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### 3-1. Job Grades

County jobs are classified based on various factors such as skill and education, working conditions, internal equity, and external comparison. Classifications are determined from information on job descriptions. To help determine classification, the human resource director may conduct a desk audit. The desk audit would normally involve answering a questionnaire and/or having the elected official, department head, 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 work with human resources for classification of the position, with a description of the applicable duties and responsibilities to be assigned to the position.

When a position is vacated or the duties of a position change, the description shall be reviewed by the elected official or department head and human resources for consideration of reclassification.

### 3-2. Wage Steps

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

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

- Newly hired full and part-time employee's 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, 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 30 days or less.
- \* Military leave without pay necessitated by a draft or reserve call-up because of national emergency.
- \* Rank advancement within the Sheriff's Department

### **3-3. Chief Deputy Wages**

The county commission has determined that chief deputy positions may be appointed at the discretion of the Elected Official. Chief Deputies are exempt employees and are therefore excluded from the Fair Labor Standards Act and do not receive overtime or compensatory time off. The chief deputy salary will be set by the county commission. However, the salary of the chief deputy shall be equal to or greater than the salary the employee would receive under the regular county compensation plan. The salary for a chief deputy should be reviewed at least every three years. Chief Deputies receive the fringe benefit package that other full-time employees receive.

Chief Deputies serve in their position at the discretion of the elected official they serve under. Chief Deputies may be removed without cause from their position by the elected official they serve under. In the event that any chief deputy is

found to have a serious behavior or performance violation, the elected official shall discipline the chief deputy in the same manner as a merit employee.

**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 with an additional one-percent (1%) salary increase. 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.

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 1 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 (1%) 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.

**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. Reclassification may be subject to a desk audit by Human Resources and subject to budgetary limitations. If Human Resources recommends that a reclassification is not justifiable, the recommending party, elected official, and/or 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 and will include a market study comparing both job description and compensation to that of other similar municipal entities. 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 human resources 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, and the person reviewing the appraisal (in most cases, Human Resources). The original performance appraisal shall be maintained in the employee's personnel file in the Human Resources Office.

The official file of each county employee and all original documents pertaining to each employee shall be maintained in the Human Resources 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; the county attorney and human resources.

All personnel actions shall be signed by the affected employee, the elected official or department head, human resources director, and commission.

### **3-7 Pay Period and Checks**

All employees will be paid through direct deposit. Pay may be deposited into a checking or savings account. Employee must have a valid account to be paid.

Direct deposit vouchers will be mailed to each employee. It is the responsibility of the employee to make sure that the Human Resources Office has their current address on file.

Employees are paid bi-weekly, normally receiving 26 paychecks per year. The pay period begins on Sunday and ends Saturday and includes fourteen (14) days. The pay period ends on Saturday and the payroll information is issued on the following Friday. The following deductions are automatically taken out of salaries: (1) Federal income tax; (2) State income tax; (3) FICA; (4) Medicare tax.

A statement of total earnings and tax payments (W-2 forms) are provided to each employee shortly after the close of the calendar year.

Checks or payroll information will not be released to anyone other than the employee unless prior arrangements are made in writing.

**3-8 Procedures for Classification of Grade/Step for Sheriff's Deputies and Corrections Officers**

**RESOLUTION NO. 12-11**

**A RESOLUTION OF THE BOX ELDER COUNTY COMMISSION AMENDING THE "BOX ELDER COUNTY PERSONNEL POLICIES AND PROCEDURES" MANUAL TO INCLUDE UPDATED PROCEDURES FOR CLASSIFICATION OF GRADE/STEP FOR SHERIFF'S DEPUTIES AND CORRECTIONS OFFICERS**

WHEREAS, a recommendation has been made to change the policy and procedures used within the Box Elder County Sheriff's Department for the classification of Grade/Step advancements for both Deputies and Corrections Officers; and

WHEREAS, it has been determined that this change of policy and procedures will recognize the value of time in service of both Deputy Sheriffs and Corrections Officers, and will allow the Sheriff to move employees from Deputy Sheriff to Corrections Officer or vice versa based upon current dual certification, without a reduction in pay if job performance is satisfactory; and

WHEREAS, it has been determined that this change of policy and procedures will only apply to those who have been selected for Deputy Sheriff in the year 2012 and in the future, and it will not be applied retroactively; and

WHEREAS, the Box Elder County Commission has reviewed the proposed change of the policy and procedures and determined that it would be in the best interests of and promote the general health, welfare and safety of both the employees of Box Elder County as well as the residents of Box Elder County to adopt the policy and procedures attached hereto; and

WHEREAS, the Box Elder County Commission has previously approved and adopted a personnel policies and procedures manual sometimes referred to as the "Box Elder County Personnel Policies and Procedures Manual" or the "Box Elder County Employee Handbook", and finds that this change of policy and procedure should be incorporated into said handbook; and

**NOW THEREFORE, BE IT RESOLVED** by the County Legislative Body of Box Elder County, State of Utah, with 2 members present and 2 members voting in favor thereof, as follows:

**SECTION 1: Adoption of Policies and Procedures for Classification of Grade/Step for Sheriff's Deputies and Corrections Officers.** The Box Elder County Personnel Policies and Procedures Manual is hereby amended to include a new section 3-7 entitled "Procedures for Classification of Grade/Step for Sheriff's Deputies and Corrections Officers, which shall provide in its entirety as set forth in Exhibit "A" attached hereto.

**SECTION 2: Application and Effective Date.** This resolution shall become effective immediately and shall be applied to all those Deputy Sheriffs and Corrections Officers selected or appointed in the year 2012 and thereafter.

**ADOPTED AND APPROVED** in regular session of the Box Elder County Commission this 5th day of September, 2012

Brian Shaffer  
Brian Shaffer, Chairman  
Box Elder County Commission

ATTEST:

Marla Young  
Marla Young, Clerk

*\*Original Resolution on file in Human Resources Office and Clerk's Office\**

Exhibit A

BOX ELDER COUNTY DEPUTY SHERIFF CLASSIFICATION GRADE/STEP				BOX ELDER COUNTY CORRECTIONS DEPUTY CLASSIFICATION GRADE/STEP			
<b>DEPUTY SHERIFF</b>				<b>DEPUTY SHERIFF</b>			
<b>TITLE:</b>	<b>CRITERIA:</b>	<b>GRADE:</b>	<b>STEP:</b>	<b>TITLE:</b>	<b>CRITERIA:</b>	<b>GRADE:</b>	<b>STEP:</b>
<b>DEPUTY TRAINEE*</b>	AT HIRE	13	6	<b>DEPUTY TRAINEE*</b>	AT HIRE	13	6
	<i>*Deputy I - not certified</i>				<i>*Corrections Deputy - not certified</i>		
<b>TITLE:</b>	<b>CRITERIA:</b>	<b>GRADE:</b>	<b>STEP:</b>	<b>TITLE:</b>	<b>CRITERIA:</b>	<b>GRADE:</b>	<b>STEP:</b>
<b>DEPUTY SHERIFF I</b>	AT HIRE	26	1	<b>CORRECTIONS DEP I</b>	AT HIRE	26	1
	6 MONTHS LATER	26	2		6 MONTHS LATER	26	2
	12 MONTHS LATER	26	3		12 MONTHS LATER	26	3
	18 MONTHS LATER	26	4		18 MONTHS LATER	26	4
	18 MONTHS LATER	26	5		18 MONTHS LATER	26	5
<b>DEPUTY SHERIFF II</b>	AT RANK ADV	27	5	<b>CORRECTIONS DEP II</b>	AT RANK ADV	27	5
	18 MONTHS LATER	27	6		18 MONTHS LATER	27	6
	24 MONTHS LATER	27	7		24 MONTHS LATER	27	7
	24 MONTHS LATER	27	8		24 MONTHS LATER	27	8
	THEN AS PER NORMAL STEP SCALE				THEN AS PER NORMAL STEP SCALE		
<b>DEPUTY SHERIFF III/DETECTIVE</b>	AT RANK ADV	28	SAME STEP AS PREVIOUS	<b>CORRECTIONS CORPORAL</b>	AT RANK ADV	30	2*
					<i>*NO LESS THAN A STEP 2 AT ADV.</i>		
<b>PATROL CORPORAL</b>	AT RANK ADV	30	2*	<b>CORRECTIONS SGT</b>	AT RANK ADV	32	5*
	<i>*NO LESS THAN A STEP 2 AT ADV.</i>				<i>*NO LESS THAN A STEP 5 AT ADV.</i>		
<b>DEPUTY SGTS</b>	AT RANK ADV	32	5*				
	<i>*NO LESS THAN A STEP 5 AT ADV.</i>						
<b>All candidates for Deputy Sheriff must participate in the Deputy Sheriff Merit Commission hiring process.</b>							
1. Newly hired, inexperienced Utah Post Certified Deputies start at grade 26/1.							
2. <b>Current Box Elder County Corrections Deputies who have participated in the Deputy Sheriff Merit Commission hiring process and are selected to be Deputy I will have no change in pay.</b> Advancement within the step range is not automatic or guaranteed. It is based upon satisfactory performance by the employee and evaluation by Supervisor and Administration.							
3. When Deputy I becomes eligible for Deputy II status, he or she will change to Grade 27. Advancement within the step range is not automatic or guaranteed, but is based upon satisfactory performance by the employee and evaluation by Supervisor and Administration.							
4. Deputies who obtain Deputy III/Detective status (will be Grade 28), because of promotion to Detective Division will maintain their Deputy III (Grade 28) status regardless of their assignment. Currently there is no Grade 28 for Corrections Deputies. Corrections Officers will never move from Corrections to Detectives.							
5. Patrol Corporals and Corrections Corporals (Grade 30) may be moved back to the appropriate grade (25, 26, or 27) if their rank is removed (i.e. An employee who no longer has corporal title and responsibilities, may be placed back in the appropriate grade as per years of service).							
6. Advancement within step range is not automatic or guaranteed. It is based upon satisfactory performance by the employee and evaluation by Supervisor and Administration.							

**3-9 Procedures for Classification of Grade/Step for Lateral Transfer Sheriff's Deputies and Corrections Officers**

**RESOLUTION NO. 18-09**

**A RESOLUTION OF THE BOX ELDER COUNTY COMMISSION AMENDING THE "BOX ELDER COUNTY PERSONNEL POLICIES AND PROCEDURES" MANUAL TO INCLUDE UPDATED PROCEDURES FOR CLASSIFICATION**

**OF GRADE/STEP FOR LATERAL TRANSFER SHERIFF'S DEPUTIES AND CORRECTIONS OFFICERS**

WHEREAS, a recommendation has been made to change the policy and procedures used within the Box Elder County Sheriff's Department for the classification of Grade/Step initial pay for Lateral Transfers from other agencies or those with previous experience for both Deputies and Corrections Officers; and

WHEREAS, it has been determined that this change of policy and procedures will recognize the value of time in service of both Deputy Sheriffs and Corrections Officers at other agencies present and in the past, and will allow the Sheriff to recognize a 1 to 1 ratio for years of service with other agencies; and

WHEREAS, it has been determined that this change of policy and procedures will only apply to those who have been selected for Deputy Sheriff or Corrections Officer in the year 2018 and in the future, and will be applied retroactively to those hired after January 1, 2015; and

WHEREAS, the Box Elder County Commission has reviewed the proposed change of the policy and procedures and determined that it would be in the best interests of and promote the general health, welfare and safety of both the employees of Box Elder County as well as the residents of Box Elder County to adopt the policy and procedures attached hereto; and

WHEREAS, the Box Elder County Commission has previously approved and adopted a personnel policies and procedures manual sometimes referred to as the "Box Elder County Personnel Policies and Procedures Manual" or the "Box Elder County Employee Handbook", and finds that this change of policy and procedure should be incorporated into said handbook; and

**NOW THEREFORE, BE IT RESOLVED** by the County Legislative Body of Box Elder County, State of Utah, with \_\_\_\_ members present and \_\_\_\_ members voting in favor thereof, as follows:

**SECTION 1: Adoption of Policies and Procedures for Classification of Grade/Step for Lateral Transfer Sheriff's Deputies and Corrections Officers.** The Box Elder County Personnel Policies and Procedures Manual is hereby amended to include a revised section 3-9 entitled "Procedures for Classification of Grade/Step for Lateral Transfer Sheriff's Deputies and Corrections Officers, which shall provide in its entirety as set forth in Exhibit "B" attached hereto.

**SECTION 2: Application and Effective Date.** This resolution shall become effective immediately and shall be applied to all those Lateral Transfer Deputy Sheriffs and Corrections Officers selected or appointed in the year 2015 and thereafter.



**ADOPTED AND APPROVED** in regular session of the Box Elder County Commission this \_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
 Stan Summers, Chairman  
 Box Elder County Commission

ATTEST:

Marla Young  
 Marla Young, Clerk

**Exhibit B**

<b>Laterals, Based on Years of Experience</b>	<b>1:1 with a 21 Year Max</b>
Years of Experience	Grade/Step
0	26-1
1	26-2
2	26-2
3	26-3
4	26-3
5	26-4
6	26-5
7	26-5
8	26-6
9	26-6
10	26-7
11	26-7
12	26-8
13	26-8
14	26-8
15	26-9
16	26-9
17	26-9
18	26-10
19	26-10
20	26-10
21	26-11