

CHAPTER 13
PAY AND COMPENSATION PLAN
Amended by Resolution 6 of 2020
Amended by Resolution 39 of 2020
Amended by Resolution 00 of 2023

13.01 General Policy

Fremont County offers a compensation package which includes pay, benefits and accrued leave to provide its employees with security and opportunities. The County is committed to compensating employees reasonably within economically feasible parameters taking into consideration comparable pay within like Counties for similar positions, internal relationship with like essential job functions and qualifications of employees to perform the essential job functions.

Normally, new hires will begin employment on the first Monday of a designated pay period. There may be limited exceptions to this based on exceptional need of a department.

All other payroll actions affecting pay will be effective on the first Monday of the designated pay period. These actions include service adjustments, promotions, demotions, transfers and other actions affecting pay.

13.02 Compensation Administration

A.) Salary Surveys

Fremont County is committed to reviewing established salary surveys, such as those prepared by Colorado Technical Services, Inc (CTSI) on an annual basis as well as any other method or means determined to be effective in gathering salary information from similar organizations for similar positions. These surveys are obtained and organized in a manner to allow effective review during the classification process, establishment of the annual pay scale and any other appropriate times.

B.) Pay Scale Structure

The Board of County Commissioners will review and adopt a pay scale structure annually during the budget process. Efforts will be made to establish a pay scale containing grades for all County positions and step increases across each grade. Employees will progress through the steps of the classified grade of their position based on years of service with the County or years of service in the grade unless the employee receives a promotion based on reclassification.

1.) Every January all employees will move over one (1) step until the employee reaches the maximum step of the grade with the following exception.

a.) If the employee received a promotion or demotion on or after July 1st, the employee will not move over one (1) step. Career progressions and reclassifications do not apply to this exception.

C.) New Hire Pay

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The classified grade of the position selected for will determine placement on the pay scale. Ordinarily, the new hire compensation will be set at the step 01 of the grade.

If the Elected Official or Department Head has a justifiable reason, at the time of appointment, such as advanced knowledge, skills or abilities relative to the position selected they may request approval from the County Manager to place the employee on a higher step within the grade.

13.03 Pay Administration

Pay administration is defined as the process of advancing through the classified grade of the position occupied, such as adjustments made based on years of service in grade; promotions to higher graded positions; demotions, voluntary or non-voluntary; and other actions affecting the base pay of an employee.

A.) Service Adjustments

Service adjustments are a result of an employee moving across the steps of a classified grade of their position based on a combined total of years of service with the County and within the classified grade.

- 1.) Employees who are moved to higher or lower grade as a result of classification will be eligible to receive service adjustments based on their years of service with the County.
- 2.) Employees who are selected for a higher graded position will have their pay set as stated below in Section B, future service adjustments will be based on their years of service in the new grade combined with their years of service with the County until they regain the step of the grade based on years of service.

Elected Officials, Department Heads or supervisors are ultimately responsible for ensuring the Human Resource Department is informed of service adjustments for employees at least four weeks prior to the effective date. Service adjustments are effective the first day of the pay period following eligibility.

B.)A.) Promotions

Promotions are a result of a current employee moving to a higher graded position. Compensation is determined based on the knowledge, skills and abilities of the selectee. It is not based solely on the length of service with the County.

Elected Officials, Department Heads or supervisors are ultimately responsible for ensuring the Human Resource Department is informed of promotions for employees at least one week prior to the effective date. Promotions are effective the first day of the pay period following selection.

Compensation determination for these actions are based on the grade of the position. The pay is not necessarily based on the current step the employee occupies, however promotion actions will result in an increase of at least 53% unless this places the employee above the

current pay scale adopted by the Board of County Commissioners.

- 1.) If the effective date of the promotion is the same as the new adopted pay schedule, the 5% increase will be applied using the new rates and steps.

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C.)B.) Career Progression

Career progressions are used for those limited positions throughout the County which are classified as tiered positions meaning they are hired at a lower grade and as they increase in experience and knowledge, they are progressed to higher grades.

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Elected Officials, Department Heads or supervisors are ultimately responsible for ensuring the Human Resource Department is informed of career progression actions for employees at least two weeks prior to the effective date. Career progressions are effective the first day of the pay period following eligibility.

Compensation determination for these actions are based on the grade of the position the employee occupies. The pay is not necessarily based on the current step the employee occupies, however will result in an increase of at least 53% unless this places the employee above the current pay scale adopted by the Board of County Commissioners.

D.)C.) Change to Lower Grades, Demotions

Employees may voluntarily accept a position classified at a lower grade than their current position, which shall not constitute a demotion under the disciplinary process. Voluntary changes to a lower grade could be through application to a posted vacancy, a written request or due to performance deficiencies.

Employees involuntarily moved to a lower graded position than their current position are demoted. Demotions are generally a result of conduct issues, or performance issues for which the employee does not accept a voluntary change to lower grade. Both actions will result in a decrease of pay for the employee.

Elected Officials, Department Heads or supervisors are ultimately responsible for ensuring the Human Resource Department is informed of both a change to lower grade or demotion at least one week prior to the effective date. Change to lower grades and demotions are effective the first day of the pay period following the action.

Compensation for these actions is based on the grade of the position and shall be determined as follows, not to exceed the maximum step and pay for the grade:

- Voluntary Change to Lower Grade
 - o Employees pay will be determined by reducing their current salary by 53% for each grade (current grade to grade of new position).
 - o Example: Employee is currently a grade 35 and is changing to a grade 33, their salary will reduce 6% and they will be placed in the step meeting or exceeding the result of this calculation in the new grade.
- Demotion as a result of a non-voluntary action
 - o Employees pay will be determined by reducing their current salary by 10% for each grade (current grade to grade of new position).

- Example: Employee is currently a grade 35 and is demoted to a grade 33, their salary will reduce 20% and they will be placed in the step meeting or exceeding the result of this calculation in the new grade.

E.)D.) Transfers within the County

Employees who work for the County may apply for any posted position open to all candidates or open to current employees. If they meet the minimum qualifications of the posted position they will be granted an interview but are not guaranteed selection for the position.

Elected Officials, Department Heads or supervisors are ultimately responsible for ensuring the Human Resource Department is informed if a current employee is selected for another position at least two weeks prior to the effective date. Transfer will normally be effective the first day of the pay period following a two week courtesy notification to their current department.

Determination of compensation for these actions is based on the grade of the position the employee is selected for or moved to. The pay is not necessarily based on the current step the employee occupies but generally will not result in a decrease of pay unless the position is classified at a lower grade.

F.)E.) Bonuses

The Board of County Commissioners may consider awarding a lump sum bonus to an employee as requested or recommended by an Elected Official or County Manager for one-time special assignments or projects which deserve additional recognition and are not a normal part of the employee's essential job functions, or for a special event or project which far exceeds an employee's essential job functions.

Bonuses will result in an increase of pay for W-2 reporting purposes and will be processed through payroll with all applicable taxes being withheld and reported.

13.04 Classification

All County positions are classified by the Human Resource Department using a factor evaluation system, a clearly written job description and a review of similar positions with similar essential job functions.

Elected Officials, Department Heads, County Manager and supervisors provide to the Human Resource Department the essential job functions, desired qualifications based on objective factors, applicable knowledge, skills and abilities required to successfully perform the essential job functions and the physical requirements of the position.

The Human Resource Department will assist with writing and editing the job description, verify qualifications and classify the position based on information contained within the job description.

Classification of all positions will be based solely on the job description, the factor evaluation process and not on the individual who occupies or may occupy the position.

Elected Officials, Department Heads, County Manager or supervisors may request a position be reevaluated by contacting the Human Resource Department and providing an updated job description. It must contain significant changes to essential functions and qualifications to be considered for re-evaluation.

Upon classification the job description and evaluation statement will be presented to the County Manager for review and approval. The Board of County Commissioners will review and approve all classifications for newly established positions and reclassified positions resulting in a change in grade.

Reclassified positions which are encumbered and result in a decrease in grade will not result in a loss of pay for the incumbent. When the position becomes vacant, it will be announced and filled at the classified grade.

Reclassified positions which are encumbered and result in an increase in grade will result in the incumbent being promoted to the new grade, typically at the same step.

Market adjustments can be considered for relative and applicable circumstances or for budgetary reasons.

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