

ALLEGAN COUNTY EMPLOYEE HANDBOOK

Category:	Employment Policy
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Subject:	COMPENSATION PLAN

1. ADMINISTRATION OF THE COMPENSATION PLAN:

- 1.1 New Hires.** Original appointment to any position will normally be made at the minimum rate of the appropriate pay grade. If specifically applicable prior experience is demonstrated by a new employee, or other extenuating circumstances exist, they may be hired up to the step that represents the midpoint of the pay grade upon recommendation of the Human Resources Director if approved by the County Administrator. A starting rate above the step that represents the midpoint must be approved by the Board of Commissioners.

For example, if the starting step is \$15.62 and the top of the range is \$19.06 per hour, the midpoint would be represented by \$17.34 ($\$15.62 + \$19.06 / 2$). The step selected for placement of the new employee cannot exceed this amount.

Effective January 1, 2008, all non-represented employees hired by Allegan County shall be placed at the appropriate step in a nine-step wage scale with 2.5% between the steps. All non-represented employees hired before this date will remain on a six-step wage scale with 4% between the steps.

Employees starting between January 1 and June 30 shall advance to the next step effective the succeeding January 1. The employee's anniversary date shall thereafter be January 1. Employees starting between July 1 and December 31 shall advance to the next step effective the succeeding July 1. The employee's anniversary date shall thereafter be July 1. There is no longer a six month step or increase. Employees who are determined to be over the highest wage/salary level of the range and step for the position in which they are employed shall be frozen until the range and step exceed their pay.

Bargaining unit employees will be covered by the terms of the current labor agreement.

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- 1.2 **Transfers.** If an employee is transferred into a position which has the same pay grade as their current position, the employee shall maintain his/her current step within the pay grade.
 - 1.3 **Promotion.** A promotion is the reassignment of an employee from a current position into a different position with a higher pay grade. If an employee is promoted, he/she shall be placed in the new range at a step which represents at a minimum a one-step increase from the old range from which they were promoted.
 - 1.4 **Reclassification.** If an employee's position is reclassified upward, based upon a gradual assumption of new and more responsible duties, the employee shall be placed in the new range at the first step which represents an increase in pay. The date of the next step increase due does not change as a result of a reclassification.
 - 1.5 **Demotion.** A demotion is the reassignment of an employee from a current position to a different position with a lower pay range. If an employee is demoted, he/she shall receive a salary decrease at the time of the demotion to recognize the reduced job responsibility. The new wage/salary shall not be higher than the top step of the lower pay range.
2. **POSITION CLASSIFICATIONS:** The Allegan County Human Resources Department is responsible for maintaining position descriptions for each type of position. The position description is a written statement generally describing the duties, responsibilities and entrance qualification standards of a class of positions. Coordination of job description text and changes will be through the Department Heads as needed.
- 2.1 The Board of Commissioners shall authorize an official classification plan for all positions in the County, which shall be administered by the Human Resources Department. Every position established shall be allocated in accordance with the official classification plan.
 - 2.2 The Human Resources Department will provide for both a periodic and ongoing review of all positions in the County for the purpose of ensuring that position descriptions are updated as necessary.
 - 2.3 Department Heads shall give notice to the Human Resources Department of material changes in the duties and responsibilities of any positions within their departments. If the Department Head fails to notify the Human Resources Department, the employee

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occupying the position may file a written request with the Human Resources Department for a position review with a copy of such request provided to their Department Head. Requests for position reviews shall include a completed position questionnaire available through the Human Resources Department.

- 2.4** Requests for job studies for positions which are covered by a collective bargaining agreement shall be addressed during contract bargaining. If provided by a labor contract, job studies will be conducted and implemented in compliance with the negotiated procedures.
- 2.5** A position may be reviewed for reclassification once in any twelve-month period. The allocation of a new position constitutes a review for the purposes of this rule.
- 2.6** Any changes in the classification of positions based on a review, shall be effective on the following January 1. Reclassifications are subject to budgetary guidelines and approval; therefore reclassification requests that are received and acted upon from January 1 through September 30 will be effective the following January 1. Requests received between October 1 and December 31 will be held for review and action during the following calendar year.
- 2.7** Positions which are reviewed and determined to merit reclassification to a higher pay grade will be placed in the higher pay grade at the first step which represents an increase in pay. Additionally, any positions which are reviewed and determined to be over-classified shall result in the incumbent in that position being placed in the lower pay grade so long as the employee does not suffer a pay decrease. If, however, placement in the lower pay grade would result in a pay decrease, the current pay rate of the employee shall be frozen until the rate of pay in the lower pay grade catches up to the current pay rate of the employee.
- 2.8** An appeal of a reclassification decision must be filed within thirty (30) calendar days from the date of notification to the County Administrator. A three (3) person appeals committee shall be established consisting of the Human Resources Director as chairperson, the Department Head and the County Administrator. The appeals committee shall meet as necessary to review any appeals received. All decisions of the appeals committee shall be final.