



Grant County, Washington Policies & Procedures

POLICY NUMBER 600

Compensation

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APPROVED:

A blue ink signature of Cindy Carter.

Cindy Carter, Chair, Board of County Commissioners

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Date Signed

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POLICY NUMBER 600, Compensation

TABLE OF CONTENTS

Section	Compensation Sections	Page #
601	Salary Classification	600-1
602	Classification Evaluation Process	600-1
603	Reclassifications	600-2
604	Out of Class Pay	600-2
605	Pay Increases	600-2
606	Longevity Pay	600-3
607	Payroll	600-3
608	Payroll Deductions	600-4
609	Garnishments/Wage Assignments	600-4
610	Hourly Rates for Temporary Employees	600-4
611	Compensation Upon Separation	600-5
612	Prohibition Against Severance Pay	600-5

601 – Salary Classification

Grant County's Compensation Plan and rate of pay ranges for each classification will be determined by knowledge and skills, mental demands, accountability required, working conditions, levels of authority and responsibility in the organization and budgetary considerations. The Compensation Plan provides minimum and maximum rates of pay for each classification, with intermediate steps as deemed appropriate by the employer. The Board of County Commissioners reserves the right to modify the Compensation Plan. These provisions are not subject to the grievance procedures.

602 – Classification Evaluation Process

The Human Resource Department will maintain and oversee the Grant County classification evaluation process. Subject to limitation by the Board of County

Commissioners and budgetary considerations, employees and their supervisor may complete a job analysis for this process. From the job analysis and in comparison with similar positions within the organization, each job is assigned to a classification band based on the knowledge, skills, mental demands, accountability and working conditions required of the position. The classification evaluation process does not apply to certain civil service positions, certain professional positions and any elected official. These provisions are not subject to the grievance procedures.

603 – Reclassifications

603.1 An Elected Official or Department Head may request a change in a position's classification when the duties of the position have substantially changed and such changes are documented in the Job Description. To ensure consistency, compensation administration and correct status classification according to the Fair Labor Standards Act (FLSA), all changes to a Job Description must be reviewed with the Human Resources Department. Any changes to the Job Description are subject to prior approval by the Board of County Commissioners. Changes to Job Descriptions which potentially alter the salary classification must be submitted for classification evaluation and are subject to approval by the Board of County Commissioners.

603.2 The employee's classification and rate of pay shall be adjusted to the 1st of the month in which the job analysis was submitted. If the reclassification places the position at a higher rate of pay, the employee's rate will be adjusted accordingly. If the reclassification places the position at a lower rate of pay, the employee's rate of pay will be adjusted accordingly. These provisions are not subject to the grievance procedures.

604 – Out of Class Pay

Employees may be assigned to work at a classification lower or higher than their regular assigned classification. Employees assigned to work at a lower classification will not suffer a reduction in salary unless permanently assigned to that classification.

Employees assigned to work at a higher classification for one (1) or more full shifts in a work week will be paid at the higher rate of pay retroactive to the first hour worked. For certain professional positions, out of class pay may be effective in less than full shift increments per prior approval/assignment by the Department Head.

605 – Pay Increases

A cost of living adjustment (COLA) increase may be granted on a comprehensive basis and applied to the Compensation Plan, subject to prior approval by the Board of County Commissioners. COLAs may occur annually and may vary according to the collective bargaining process and the applicable labor contracts for applicable employees. When necessary, the Board of County Commissioners may determine if a wage freeze needs to be instituted.

606 – Longevity Pay

606.1 Employees must have one year of continuous service and be a member of the Washington State Public Employees Retirement System (PERS) or the Law Enforcement Officers and Fire Fighters (LEOFF) retirement plan to be eligible for longevity pay. Longevity pay for part-time employees will be prorated. Longevity pay is awarded on the first day of the pay period following an employee's anniversary date.

Years of Service	Monthly Amount
1	\$11.7200
2	\$23.4400
3	\$35.1600
4	\$46.8800
5	\$58.6000
6	\$70.3200
7	\$82.0400
8	\$93.7600
9	\$105.4800
10	\$117.2000
11	\$128.9200
12	\$140.6400
13	\$152.3600
14	\$164.0800
15	\$175.8000
16	\$187.5200
17	\$199.2400
18	\$210.9600
19	\$222.6800
20	\$234.4000

606.2 Longevity shall be maintained during approved leaves-of-absence, provided the leave does not exceed ninety (90) calendar days, unless otherwise protected by law. Thereafter, longevity will be adjusted day for day. Longevity shall terminate if the employee resigns, retires, becomes an elected official or is laid off. Longevity shall terminate if an employee separates employment.

606.3 Elected officials, and positions whose compensation is directly tied to that of elected officials, are not eligible for longevity pay.

607 – Payroll

607.1 Employees will either be paid on a salary or an hourly basis. The County processes payroll every two weeks with a pay day occurring every other Friday. The Accounting Department posts a Payroll Calendar on the

intranet. When a pay date falls on Holiday, employees will be paid on the last working day immediately preceding the regular pay date, unless otherwise announced. Employees should see their supervisors for questions regarding their paychecks.

607.2 If an employee is absent on a payday, his/her paycheck will be held unless the employee has made arrangements for it to be mailed to his/her home address or has provided signed written authorization for it to be released to another person. Employees may be eligible to participate in automatic deposits of their paychecks; specific information regarding automatic deposits may be found in Policy 900, Benefits, Section 910.

607.3 If an employee feels that an error has occurred on his/her paycheck, he/she should review a copy of the appropriate direct deposit slip or live check stub with the timekeeper for the department. That individual will coordinate necessary consultation with Human Resources and/or Payroll. Errors are normally addressed during the next payroll cycle. An employee may request that correction be spread out over multiple paychecks if a single correction would create an undue financial burden. The final determination regarding the correction schedule will be made by Payroll.

608 – Payroll Deductions

With each paycheck, employees will receive a statement showing gross pay, deductions and net pay. Grant County is required by law to deduct from an employee's paycheck federal withholding taxes and the employee's portions of social security taxes, Worker's Compensation premiums and contributions to PERS and/or LEOFF. These amounts are forwarded directly to the federal or state government. As a service to employees, Grant County also makes other deductions, subject to prior approval by the employee and which have been authorized by the employee in writing.

609 – Garnishments/Wage Assignments

If a garnishment or wage assignment is received, Grant County will meet the requirements of the law, after the garnishment or assignment has been confirmed. The garnishment or assignment will continue until written notice of discontinuance or satisfaction is received in accordance with the law. Excessive garnishments, in accordance with statutory regulations, may result in disciplinary action, up to and including termination of employment.

610 –Hourly Rates for Temporary Employees

Compensation for Temporary, Seasonal, or other appointments of limited duration are not required to be assigned to an established wage scale or band. The hiring manager will submit temporary positions to the Human Resources Department for review and recommendation on compensation.

611 – Compensation Upon Separation

Should employment with Grant County terminate, employees will be compensated for wages due for earned but unused annual and compensatory time and limited accrued but unused sick leave in accordance with the Sick Leave policy (*see Policy 800, Paid Holidays and Leaves-of-Absence, Section 802, Sick Leave*), less regular deductions from the final paycheck in accordance with the regular payroll schedule and/or the law and/or court order. Deductions will be implemented for any unreturned County property or unpaid monies owed the County. In the event that the exiting employee has possession of County-owned property, the final paycheck may be held until the property in question is accounted for. The final paycheck will be mailed to the most recent address on file unless prior arrangements are made with Payroll.

612 – Prohibition Against Severance Pay

612.1 It is against Grant County policy to offer and/or give severance pay in lieu of notice of termination of an individual's employment.

612.1.1 Specific information is located in Policy 1000, Leaving Grant County (Separations) regarding termination, layoff, and resignation. However, it should be noted that:

- (a) Policy 1000, Section 1002 states that in regard to work reductions/call backs that "...[t]he County will, whenever possible, provide the employee with two (2) weeks' prior notice of layoff, during which time the employee may be allowed to use earned annual leave or compensatory time to pursue other employment..." The purpose of this policy section is to give employees two weeks' notice prior to layoff, and to provide an opportunity for him/her to use earned leave for job search or other purpose(s).
- (b) Policy 1000, Section 1007, in regard to an employee's resignation, states that "...[t]he County reserves the option to provide an employee with pay in lieu of working the two (2) week notice period..." The purpose this policy section is to give the County a limited option of providing pay in lieu of two weeks' notice of termination when in the best interest of the County. While not the normal preference, there are exceptional circumstances where the County's best interests are served and liability may be mitigated by offering pay in lieu of two weeks' notice.

612.1.2 In those exceptional instances where pay in lieu of notice is being considered, advance request and approval by the Board of County Commissioners is required. Requests should be submitted to the Director of Human Resources, who will provide an analysis and recommendation to the Board prior to making its decision.