

Polk County Wisconsin

**NON-REPRESENTED EMPLOYEES COMPENSATION
MANAGEMENT POLICY**

Policy 390

Effective Date: 07-28-92

**Revision Date: 4-15-03, 7-19-05,
10-18-05, 3-11-08; 3-15-11**

The Non-Represented Employees Compensation Management Policy (hereafter: the policy) establishes the compensation guidelines for all county positions not subject to labor agreements with the exception of elected officials and positions defined as "limited" described below. This policy is directed at three primary goals:

1. To attract and retain qualified and responsible personnel for the positions covered under this policy;
2. To create and maintain internal equity between positions; and
3. To do so efficiently and effectively thereby being fiscally responsible to the interests of the taxpayer.

The employee relations director must monitor this policy to determine if adjustments to compensation or other provisions may be appropriate in light of the above goals. The employee relations director must submit a written report to the personnel committee by April 1 each year regarding the current status and recommended changes, if any.

Compensation Structure:

Compensation is based on salary ranges and steps within that salary range. For any position subject to this policy, compensation must be assigned using an eight-step grid within each salary range, with an increase of 30% from the minimum to the maximum step equally distributed among these steps. In determining or evaluating compensation levels, the employee relations director must maintain a schedule of comparative compensation amounts for all positions covered under this policy. The personnel committee will determine the appropriate market to be used in developing this schedule and in supplemental compensation reviews. The maximum compensation for any position covered under this policy must be between the median and average of comparative maximums unless otherwise approved by the county board.

A new employee must be hired at the pay range minimum whenever possible. A new employee may be hired at a rate up to and including Step 4 of the pay grade for his/her classification with the approval of the employee relations director and concurrence of the County Administrator before a final offer is extended to an applicant. The personnel committee must approve any initial salary beyond Step 4 except in the case of a department head where confirmation is by the full County Board.

An employee may advance to the next pay step after satisfactorily completing one year of employment which meets performance expectations. Every year thereafter, an employee may advance to the next pay step after satisfactorily completing another year of employment which meets performance expectations until he or she reaches the range maximum. Determination of satisfactory performance must be made by the immediate supervisor on forms prescribed by the employee

relations director. For purposes of this step adjustment, the one year period begins with the first work day in the current position.

It is the intent of this policy that non-represented employees receive the same general compensation adjustments as represented employees. Similar increases in salary will keep Polk County's salary ranges competitive with the market and as approved by the County Board. The pay grades and rates established by this policy must be annually confirmed by the County Board through adoption of the budget.

Other compensation adjustments:

Promotion: An employee who is promoted from a classification in one pay grade to a classification in a higher pay grade must receive at least the minimum rate of the new salary grade range or must be placed at a step which provides a salary increase of five percent, whichever is greater.

Transfers: An employee who transfers or is transferred from one classification to another classification in the same pay grade must receive no salary adjustment as a result of the transfer.

Demotions: An employee who is demoted to a classification in a lower salary grade for performance reasons or voluntarily transfers to a position in a lower pay grade must be placed in the new pay grade on the step closest to, but not higher than the rate the employee was receiving when the demotion occurred. If the employee's salary at the time of the demotion exceeds the new pay range maximum, the employee's salary must be adjusted to the new pay range maximum.

Reclassification: Compensation adjustment is a technique that may be used by County Board, the Personnel Committee, the County Administrator and/or the Employee Relations Director in conforming to Policy 390 goals. The employee relations director may, at his or her discretion and using funds assigned for that purpose, conduct a market survey of any position. An employee in a position which has been reclassified from one salary grade to a higher salary grade must be placed in the new salary grade at the range minimum rate or must be placed at a step which provides a salary increase of five percent, whichever is greater. An employee who is not at the pay range maximum may advance to the next pay step one year from their reclassification date if required performance expectations are met.

An employee in a position which has been reclassified from one salary grade to a lower grade must be placed on a step in the new salary grade closest to, but not lower than, the rate the employee was receiving prior to the reclassification. If the employee's salary at the time of the reclassification exceeds the new range maximum, the employee must retain his/her present salary, and such employee must be eligible for half the annual general compensation adjustment until his/her salary is again within the new salary range. An employee who is not at the pay range maximum will advance to the next pay step one year from their reclassification date if required performance expectations are met and unless restricted by other County policy.

Limited positions: Compensation structure for positions defined as "limited" under the position administration policy must be determined on an individual basis concurrent with authorization process governing the establishment of the position. Compensation for temporary clerical, technical, para-professional, and professional positions will be established by the personnel committee on recommendation by the employee relations director.

Working out of class: When an employee under this policy is assigned to perform substantially all of the duties of a temporarily unoccupied position assigned to a higher class under this policy and the assignment exceeds 10 consecutive working days, the employee must receive a temporary salary increase for the assignment. The amount of the temporary increase must not exceed 10% of the employee's current pay. Working at a lower classification than assigned is to be avoided and department heads must report any such assignment that exceeds 10 days or more in one calendar month to the county administrator.

General provisions: Nothing within this policy is a guarantee of employment and compensation, and nothing is to be construed as a commitment to continue the Non-Represented Employee's Compensation Policy for more than one calendar year at a time. All components of this policy are set forth as guidelines to assist in establishing appropriate compensation. The provisions of this policy supersede all other compensation considerations. Compensation schedules for all non-represented positions, including active limited positions, will be maintained and updated as appendices to this policy in accordance with policy provisions. Employees terminating employment prior to County Board adoption of an adjustment to the terms and conditions of this policy are not entitled to any retroactive application of the adjustment.

Employees covered by this policy are invited to submit comments, questions and suggestions regarding the policy at any time. Written comments should refer to specific policy provisions and be addressed to employee relations.