



## Compensation Overview Policy

### PURPOSE

The purpose of this policy is to provide guidelines for establishing and administering compensation. Grand Traverse County aspires to provide compensation that is equitable and competitive.

### POLICY

#### INITIAL SALARIES

New appointments are generally at the first step of the new position's pay grade. Appointments above the minimum rate may be authorized if the department head submits reasons in writing to the County Administrator. Approval will be based, among other things, on the exceptional qualifications of the appointee, extensive past service, or the inability to employ eligible candidates at the minimum rate of the class, as well as the availability of budgeted funds. Training steps may be used for temporary or on-call employees. In addition, training steps may be used for new employees who do not meet the minimum requirements of the job, but whom the employer has hired for such reasons as a lack of fully qualified applicants or pending a degree or certification which is expected shortly. In such instances the new employee will be moved to the minimum of the grade as soon as the minimum qualifications of the classification are met.

#### STEP INCREASES

Each step within the salary range shall be of one year duration. Step increases may be granted before the scheduled time in exceptional cases in which the employee's productivity or rate of development warrants special recognition to stimulate continued growth or as a reward for specific accomplishments of major value to the County. Such actions require written justification on the part of the department head and the approval of the County Administrator. The step increase may be withheld for the specific period of time until expectations are met if the employee is not meeting the expectations of the job.

Temporary, on call and seasonal employees will not be given step increases, only COLA.

#### PAY RATES IN

##### Transfer

If the transferred employee's former pay rate is less than the minimum rate in the new class, it shall be advanced to the minimum rate for the class. If the current pay rate is more than the maximum rate in the new class, it shall be reduced to the maximum rate for the class. If the current pay rate falls within and is at the established step of the new class, it shall remain at his/her current rate. If the current pay rate falls within the new class but does not correspond to an existing step, it shall be advanced to the next higher step. The employee's anniversary date (for step increase) will stay the same.

##### Promotion

If the promoted employee's former pay rate is less than or falls within the range for the new class, it shall be adjusted to the lowest step which gives a minimum of a 4.5% increase. Consideration will be

given for an extra step in the event the employee was eligible for a step increase within the next six months, under the guideline that the combination of the rate increases shall not exceed 10%. The employee's anniversary date (for step increase) will change to the effective date of the new class.

## **Demotion**

If the current pay rate is more than the maximum rate of the new class, it shall be adjusted to the maximum or an intermediate step as determined by the department head. If the current pay rate falls at an established step within the range of the new class, it shall remain the same or be adjusted to the next lower step as determined by the department head. If the current pay rate falls within the range of the new class, but doesn't correspond to an established step, it shall be adjusted to the next lower step, or any lower step as determined by the department head. **Reemployment** If an employee is reemployed within one year in the same class, the employee shall be paid at the same grade and step he or she received at the time of termination if this rate does not exceed the prevailing maximum salary assigned to the class. If the rate for the grade and step at the time of termination exceeds the maximum rate assigned to the class, the employee shall be paid at the maximum rate.

**Note:** This policy may differ for those employees who are members of recognized unions, organizations, or associations. Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources.

Approved: Board of Commissioners 4/92, amended 9/95, 7/99, 2019, 2021