



Medina County Policy Manual



Policy: Compensation Plan	Section: Pay Practices	Number: 3.005
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A. It is the purpose of this policy to establish uniform guidelines and appropriate rules regarding employee compensation in an effort to improve the quality of personnel administration in the County. For Medina County, as with all employers, the payroll constitutes a sizeable operating cost. Medina County's compensation policy includes consideration of the following items:

1. The rate of pay within the County and whether it is to be above, below, or at the prevailing community rate.
2. The pay level at which new employees may be recruited and the pay differential which should be maintained between new and more senior employees.
3. The intervals at which pay raises are to be granted and the extent to which merit pay is to influence raises.
4. The County's ability to pay along with the consideration of its total benefit package.

From time to time the Board of Commissioners must make difficult decisions associated with the budget process. Every effort is made to address employee compensation issues early in the budget process. The Board must also carefully balance the perception of pay equity of both the taxpayers and the employees to ensure universal acceptance of the County's pay and benefits package.

It is expected that in return for a fair and equitable compensation, employees will, in return, provide to the citizens of Medina County honest and diligent efforts in completing the assigned job or task in a manner expected of a competent and capable employee.

- B. It is this Board's policy to pay compensation that is nondiscriminatory, competitive, and based on an employee's performance. Additionally, all compensation policy decisions must take into consideration the County's overall financial condition and competitive position.
- C. The Human Resources Department is responsible for coordinating the internal review of all compensation.

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D. Where provisions of this policy differ or conflict with any provisions of a valid labor agreement negotiated by the County, the provisions of the labor agreement supersede the provisions of this policy. Compensation for bargaining unit employees is governed by provisions of their collective bargaining agreement.

E. County positions are allocated to an individual job class, or to a group of positions having similar duties, levels of skill, and responsibilities based on the position descriptions developed within each department.

F. Initial Appointment

1. Initial appointment shall normally be no less than the minimum hourly rate paid to the least senior employee or employee with comparable experience and/or time in position. After consulting with and gaining approval from Human Resources, the department may hire an individual to start at ten (10) percent above the minimum hourly rate paid to the lowest paid employee if the skills, experience and knowledge of the applicant warrant, and, after considering department equity.
2. At no time shall the hiring rate exceed the highest rate paid to an incumbent for the given classification. Where a recommended hiring rate exceeds the highest rate paid to an incumbent, the Human Resources department shall advise the County Administrator who will consider conducting an external salary survey or an internal equity study (refer to Paragraph M). Until such a study is authorized, the hiring rate may not exceed the highest rate paid to an incumbent in that position.
3. A part-time or temporary employee shall be paid on an hourly basis at no less than the minimum paid to a full time employee assigned to the same position/classification. The County Administrator may approve a higher salary if requested and justified by proper documentation.

G. Promotions

1. A promotion indicates an employee competing for and/or being selected for a position in a job requiring more advanced skills and responsibilities that earns a higher rate of pay.
2. An employee moving to another position with a higher rate of pay will have their hourly rate determined by the department head and Human Resources, with consideration given to the employee's current rate, experience and internal department equity.

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3. Promotions become effective at the beginning of a pay period. Where the need for a promotion is urgent and can be justified to the Human Resources department, the promotion may be instituted only at the beginning of a full week. No partial week retro-active pay adjustments will be accommodated, nor should they be requested.

H. Demotion

1. A demotion is defined as a change in the assignment of an employee from a position in one classification to a position in another classification requiring less skills and responsibilities commensurate with a lower rate of pay.
2. An employee, who is demoted either voluntarily or as a disciplinary measure, will have their compensation reduced to a rate not to exceed the average of the rates paid to employees in that classification.

I. Transfers

1. A transfer is defined as a change in the assignment of an employee from one position to another position, either in the same or different department, within the same classification grouping.
2. An employee so transferred will be compensated at the same rate as in their previous position.

J. Temporary Duty Assignment

1. An employee assigned to or voluntarily accepting a temporary duty assignment will retain their hourly rate if the assignment is to a position requiring comparable or lesser skills and responsibilities. If the assignment is to a higher paid job requiring more advanced skills and responsibilities, there may be an increase if the difference between their current hourly rate and the rate paid to the least senior employee in that position exceeds three (3) percent. If such a disparity exists, the employee will receive an increase of up to three (3) percent of their current hourly rate for the duration of their temporary assignment.
2. When the employee returns to their original position after completion of a temporary duty assignment, they will have their hourly rate adjusted back to the hourly rate received prior to their temporary duty assignment (including any adjustments that would have normally been received, i.e., annual increase).

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K. Probationary Increase

1. A newly appointed or promoted employee receiving a satisfactory performance appraisal upon completion of their probationary period may be eligible to receive a probationary increase.
2. Prior to implementing a probationary pay increase the department director must prepare a written performance appraisal and the employee's overall rating must meet or exceed standards set for the position. A copy of the performance appraisal must accompany the request for approval.
3. Such increase is at the discretion of the Board of Commissioners.

L. Re-employment/Reinstatement

1. When an employee who previously completed his/her probationary period is rehired in the same position within six (6) months of their voluntary termination date, the pay rate at the time of termination will be reinstated (including any adjustments made to similarly situated employees).
2. When an employee who had not previously completed his/her probationary period returns to a different position, or has been separated from County employment for more than six (6) months, he/she will be treated as an initial appointment for compensation purposes (Paragraph F).

M. Pay Adjustments within Classification

1. As a result of an external salary survey or an internal equity study, the rates of specific positions may be adjusted.
2. Employees in a position whose hourly rate is adjusted upward shall receive a percentage increase as determined by the Board. Any such retro-active adjustment shall become effective at the start of the designated pay period.
3. If an employee's position is reclassified to a lower pay grade, the employee's hourly rate shall remain frozen at the current pay rate until such time as the hourly rate for the new classification equals or exceeds the employee's current hourly rate through annual rate adjustments.

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N. Annual Rate Adjustments

1. Annual rate adjustments may be given with the approval of the Board. This adjustment will be based on economic/market changes to the general level of wages paid to County employees. This adjustment is granted to employees who have consistently met or exceeded set performance standards over the course of the previous calendar year.
2. In order to receive an annual rate adjustment the employee must not have terminated employment prior to the date the increase is granted by the Board.
3. Such increases are not automatic and are based upon the County's ability to fund such increases.
4. Should economic/market conditions permit the Commissioners to consider funding a specific percentage adjustment for the forthcoming calendar year, a department head may submit justification for an additional percentage, i.e. *merit increase*, on a case-by-case basis demonstrated by exceptional performance or unusual employment conditions, i.e. recruitment and retention issues. Merit increases are to be initiated by the Department Head as part of their budget preparation process. Requests for merit increases must be accompanied with a completed job performance evaluation and written justification for the proposed merit increase.
 - a. Meritorious job performance is defined as a consistently high level of job performance over a sustained period of time or the successful completion of a significant assigned project that had a major impact on the department or the County.
 - b. Merit increases will not be awarded unless evidence of additional criteria has been identified and communicated to the employee. Additional criteria should be specific to the position being evaluated and go beyond the general expectations for the position. All requests for merit increases will be reviewed by Human Resources to ensure compliance with this policy.
 - c. If performance does not warrant a merit adjustment, the rate will be subject to the annual base rate adjustment.
 - d. Merit adjustments, if granted, are approved by the Board of Commissioners.

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O. Wage Scale Increases

1. Positions afforded periodic increases according to a predetermined wage scale or set amount will have such increases applied only at the beginning of a pay period.
2. No partial week retro-active wage increase adjustments will be made, nor should they be requested.