



Weber County Human Resources Policy 5-200

Pay Practices

I. Purpose

This policy identifies and provides for the uniform and consistent application of pay practices, while remaining flexible in meeting diverse County needs.

II. Policy

The Director of Human Resources, in conjunction with the County Commission, shall be responsible for the development and maintenance of a uniform and equitable pay plan which shall consist, for each class of positions, of minimum and maximum rates of pay.

III. Procedures

A. Responsibility

1. Department Heads, Division Directors and Elected Officials or their designees are responsible for consulting with Human Resources regarding any pay changes and for notifying employees of final pay adjustments.
2. Upon request, the Human Resources Department may obtain a salary survey of positions in the surrounding area. The Human Resources Director shall then develop preliminary salary recommendations and present them to the County Commission.
3. After receiving County Commission approval for a proposed pay change, Human Resources reviews it, approves it if appropriate, and notifies the department. The department then makes the final pay change decision, based on budget availability and other factors outlined in this policy.
4. All new employee pay or changes in current employee pay shall be evaluated based on the pay range, internal pay equity, and a competitive external market rate. Base pay shall not exceed the maximum of the grade.

B. Salary Range Criteria

1. Salary ranges shall be linked directly to the position classification plan and shall be determined with due regard to the following considerations:
 - a. Pay ranges in other classes
 - b. Range of pay for similar employment
 - c. Cost-of-living considerations
 - d. Other benefits received by employees
 - e. The financial policy and economic conditions of the County

C. Salary Adjustments

1. A salary adjustment may be made for special conditions relating to an employee's education, experience and an evaluation of the employee's overall situation. Requests and justifications shall be written and submitted to the Director of Human Resources. Technical adjustments shall not affect an employee's eligibility for a merit increase. Adjustments shall not exceed the salary range established for the position.

D. Extra Meritorious Increases

1. An increase granted to a merit employee for exceptional employee work performance, an increase in duties, or to correct an inequity in pay, shall not consist of more than five percent. This increase shall be requested in writing by the department head to the Director of Human Resources and the County Commission. Extra meritorious increases will only be granted with approval of at least two Commissioners and the Human Resources Director.

E. Temporary Employee Compensation

1. Temporary employees are paid on an hourly basis and within the pay range established by Human Resources for the position.
2. Temporary employees may be granted pay increases based on budget availability and in consultation with Human Resources.
3. Temporary employees are eligible for bonus awards.

F. Acting In Assignment Compensation

1. A merit employee may be temporarily assigned to an allocated, higher paid position upon approval by the Human Resources Director.
2. A department placing an employee in an "acting in" assignment provides the employee a written agreement outlining the requirements of the position.
3. The department and employee agreement shall contain the following information:
 - a. Title of the position
 - b. Effective date of the assignment
 - c. The length of the appointment
 - i. Acting in assignments are generally six months or less and may not be retroactive for a period greater than 30 calendar days.
 - ii. Requests for acting in extensions beyond the six months shall be made by the department and approved by the Human Resources Director.
 - d. Duties and responsibilities of the new assignment; and
 - e. The employee's pay while acting in.

4. An employee's pay while acting in shall be increased to at least the minimum of the acting in grade. The actual amount of pay shall be based upon the pay range, internal pay equity and a competitive external market rate.
5. The employee's position number, job code and grade shall not change during an acting in assignment.
6. The employee's pay returns to the prior rate of pay upon completion of the assignment. If the employee becomes eligible for a career progression or in-grade advancement while in the acting in position, the employee receives the corresponding pay adjustment.
7. Employees shall meet the minimum qualifications of the acting in position.

G. In-Grade Advancement

1. In-grade advancements provide an increase in base pay within a grade when an employee has demonstrated new skills, knowledge or competencies related to their position. Qualifying criteria shall be outlined and pre-approved in an in-grade advancement plan. This is a movement within a grade that does not require a vacant position.
2. In-grade advancement plans shall describe how higher-level skills, knowledge or competencies will be achieved and provide an explanation of how the plan will meet or further department objectives.
3. In-grade advancement plans shall be approved by the department head and Human Resources Director, or designee.
4. A current job description shall accompany the in-grade advancement plan.
5. Employees are not eligible for an in-grade advancement if they receive an overall score of less than 3.0 in their most recent annual performance appraisal.
6. In-grade advancements are based on the following criteria:
 - a. Employees consistently demonstrate increased/new proficiencies and competencies gained through successful performance of complex and significant projects, assignments and responsibilities related to the current position as approved in the in-grade advancement plan.
 - b. Employees demonstrate a significantly higher level of knowledge and skill in areas directly related to the current position and/or department objectives (which may be a result of obtaining certain certifications).
 - c. Employees shall have successfully completed their probationary period in the current position at the time the in-grade advancement plan is completed with an overall score of at least 3.0 in their most recent annual performance appraisal.

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d. Time in the job in and of itself does not qualify for an in-grade advancement.

7. Additional education, certifications, or licenses not directly related to the position or department objectives do not qualify for an In-Grade Advancement.

H. Bonus Awards


1. A department head may give a discretionary bonus award to an employee for outstanding performance. The award may be in the form of cash or paid administrative leave. The department shall keep a record of the outstanding performance being awarded and ensure that other similar outstanding performance is being awarded equitably.
2. A bonus award in the form of cash must be approved by the County Commission.
3. A bonus award in the form of paid leave may not exceed five working days in aggregate over a calendar year.
4. Merit employees are not eligible for bonus awards if they received an overall score of less than 3.0 in their most recent annual performance appraisal.

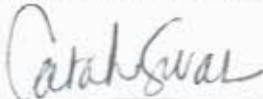
DATED this 11th day of December, 2018.

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Human Resources

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