WEBER COUNTY SHERIFF'S OFFICE

Policy 1054 – Compensation and Salary Adjustments for Sworn Staff Members

1054.1 PURPOSE

The purpose of this policy is to establish consistent guidelines for compensation and salary progression for sworn, public safety staff members in the following positions: Event Deputy, Deputy, Corporal, Sergeant, Lieutenant, and Captain of the Weber County Sheriff's Office. This policy ensures equitable pay practices, recognizes employee performance, and supports professional growth and retention.

1054.2 POLICY STATEMENT

It is the policy of the Weber County Sheriff's Office to maintain a fair, transparent, and performance-driven compensation system that:

1. Recognizes and rewards employee performance and contribution.
2. Ensures both internal and external equity.
3. Supports predictable and attainable career progression.
4. Aligns compensation practices with County fiscal responsibility and organizational needs.

1054.2.1 EQUAL PAY COMMITMENT

The Weber County Sheriff's Office prohibits discrimination in compensation practices based on race, color, religion, sex, gender identity, age, national origin, disability, or any other protected classification. Compensation decisions shall be based solely on job-related factors such as performance, qualifications, and tenure.

1054.3 DEFINITIONS

For purposes of this policy, the following definitions apply:

1. Step-based pay plan: Compensation model in which each job classification is assigned a pay range that is divided into a series of fixed, incremental pay steps.
2. DS Step-Based Pay Plan: Step-based pay plan for sworn, public safety positions in the Weber County Sheriff's Office, as listed in the Purpose section above.
3. Step: Fixed pay point within a structured pay range that represents incremental progression in compensation based on time in position and satisfactory job performance.
4. Pay Range: The established minimum and maximum hourly rate for a specific job grade or classification.
5. Range Minimum: The lowest approved rate within the pay range for a given classification.
6. Range Maximum: The highest approved rate within the pay range for a given classification.

1054.4 COMPENSATION FRAMEWORK

The Weber County Sheriff's Office uses a step-based pay plan for sworn, public safety positions. This pay plan divides the assigned pay range for each job classification into a

series of fixed, incremental pay steps. Each step represents a defined rate of pay that increases progressively based on time in position and satisfactory job performance. These positions will move through the step plan in accordance with County policy, annual budget approvals, and applicable performance requirements.

See Exhibit 1 for the DS Step-Based Pay Plan

1054.4.1 PLACEMENT IN THE DS STEP-BASED PAY PLAN

At the time of initial implementation, employees will be assigned a step placement based on their verified time in their current position. Thereafter, employees will progress to the next step at the beginning of each year, subject to the availability of budget funds as determined by the Weber County Commission, and also subject to compliance with the performance review requirements listed below.

1054.4.2 PROBATIONARY EMPLOYEES

Employees who have promoted to a higher rank and are serving a probationary period at the beginning of the year will remain eligible for step progression, provided they meet performance expectations and are in good standing.

Employees who progress from a Trainee position to a Deputy Sheriff position (DS2), as well as lateral hires serving a probationary period, are not eligible for the beginning-of-year step progression while on probation. Successful completion of the probationary period does not result in movement to the next step.

Upon successful completion of the probationary period, employees will be eligible to move to the next applicable step at the beginning of the year in accordance with the County's pay-for-performance schedule, provided they meet performance expectations and are in good standing.

Q4 Academy Graduates. An employee who graduates from the academy during the fourth quarter (Q4) and, upon graduation, transitions from a Trainee position to a Deputy Sheriff (DS2) position and receives the applicable step increase associated with that transition will not be eligible for an additional step increase during the immediately following County pay-for-performance cycle. The employee will next be eligible for step progression during the subsequent County pay-for-performance cycle, provided all applicable eligibility requirements are met.

1054.4.3 PROMOTIONS IN THE DS STEP-BASED PAY PLAN

When an employee promotes from one grade to another within the DS Step-Based Pay Plan, the employee will be placed at the nearest step in the new grade that provides a minimum increase of 3.5% above the employee's current base rate of pay. This placement ensures the employee retains credit for their years of experience and continues progression within the step structure.

Promotion Step Placement Examples (Dollar amounts are for illustrative purposes only)

Promotion	Current Rate	3.5% Threshold	Placement Determination	New Grade / Step	New Rate
Deputy → Corporal (7 years experience)	$39.48	$40.87	Nearest step ≥ threshold	DS3, Step 4	$40.92
Deputy → Corporal (11 years experience)	$43.40	$44.92	Nearest step ≥ threshold	DS3, Step 7	$45.39
Corporal → Sergeant (6 years experience)	$43.85	$45.39	Nearest step ≥ threshold	DS4, Step 3	$46.65
Corporal → Sergeant (10 years experience)	$49.90	$51.65	Nearest step ≥ threshold	DS4, Step 6	$51.74

1054.4.4 LATERAL HIRE PLACEMENT

Lateral hires into the DS Step-Based Pay Plan will be placed at the step that corresponds to their verified, job-related years of experience, on a year-for-year basis. Partial years of experience will be rounded to the nearest whole year for step placement purposes.

- Example A: A lateral hire Deputy with 2 years and 4 months of qualifying experience would be rounded to 2 years and placed at DS2, Step 2 at $33.22.
- Example B: A lateral hire Deputy with 6 years and 8 months of qualifying experience would be rounded to 7 years and placed at DS2, Step 7 at $39.48.

(Dollar amounts in the examples above are for illustrative purposes only.) All experience must be verified and documented through prior employment records, POST certification records, or other accepted documentation as determined by Human Resources and the Sheriff's Office. Human Resources and the Sheriff's Office Administration must approve step placement prior to hire.

1054.4.5 ANNUAL COST-OF-LIVING ADJUSTMENT

Employees placed on the DS Step-Based Pay Plan, including lateral hires and employees who promote between grades, may receive a Cost-of-Living Adjustment (COLA) if a COLA is approved by the County Commission as part of the annual budget process.

If approved, a COLA will be applied in addition to step progression increases, unless otherwise determined through the budget process. COLA adjustments will be applied uniformly to all steps within the DS Step-Based Pay Plan to maintain internal equity and preserve the integrity of the step structure.

1054.4.6 PERFORMANCE REVIEW REQUIREMENTS

All employees on the DS Step-Based Pay Plan are required to have an annual performance review completed each year following the process found in the Weber County Human Resource Policy 6-200 Performance Management.

- Employees who receive a rating of 3.00 or higher on their annual performance review will advance to the next step at the beginning of the year, in accordance with the County's step progression schedule.
- Employees who receive a rating between 0.00 and 2.99 will be placed on a Performance Improvement Plan (PIP) and will not advance to the next step until the PIP is successfully completed.
- Step increases that occur after the completion of a PIP will not be backdated. The step adjustment will become effective upon successful completion of the PIP and confirmation from the supervisor that performance expectations have been met.

1054.4.7 EMPLOYEES AT THE MAXIMUM STEP

Employees who have reached the final step of their assigned grade are considered to be at the range maximum for their position. These employees are not eligible for further step increases unless they promote to a higher-ranked classification with a higher grade.

Employees at the final step remain eligible for a COLA, if a COLA is approved as part of the annual budget process. COLA adjustments apply to the employee's current pay rate and do not change step placement.

1054.5 SHIFT DIFFERIENTIAL PAY

Employees assigned to work between the hours of 6:00 pm and 6:00 am will receive a 4% shift differential applied to their base rate of pay for all hours worked during that time period. The shift differential is separate from and in addition to step placement and step progression pay.

1054.6 LATERAL SIGN-ON BONUS

Subject to annual budget approval, a Lateral Sign-On Bonus may be offered to qualified full-time POST-certified lateral applicants as an incentive to attract experienced personnel. The bonus structure, eligibility requirements, and payout schedule are outlined below.

1054.6.1 Eligibility

(a) The employee must hold a valid Utah POST certification or an equivalent certification eligible for waiver by POST.
(b) Human Resources shall verify certification and years of service prior to hire.
(c) The employee must meet all hiring standards of the Office and remain actively employed and in good standing at each payout milestone.
(d) The Lateral Sign-On Bonus is separate from step placement and does not alter grade, step, or seniority placement.

(e) Any former Weber County Sheriff's Office employee who separated from employment within two (2) years preceding their rehire date is ineligible for a Lateral Sign-On Bonus.

1054.6.2 Tiered Bonus Structure

Bonus amounts may be offered according to verified full-time POST-certified law enforcement or corrections experience:

- **Tier I (2–3 years)**: $4,000
- **Tier II (4–7 years)**: $6,000
- **Tier III (8+ years)**: $8,000

The Sheriff or Chief Deputy may authorize a bonus amount consistent with the applicant's tier.

1054.6.3 Payout Schedule

The Lateral Sign-On Bonus will be paid in multiple phases to support onboarding, training completion, and retention.

(a) Tier I–III Payout Distribution

- **25%** issued six (6) weeks after hire.
- **25%** issued upon successful completion of the Field Training Program (or Corrections Training Program, as applicable).
- **50%** issued upon completion of twelve (12) months of continuous service.

At each phase, the employee must remain actively employed, in good standing, and meeting performance expectations.

1054.6.4 Repayment Requirement

Because the sign-on bonus is intended to support long-term retention, repayment shall be required if the employee voluntarily resigns or is terminated for cause prior to meeting minimum service requirements:

(a) An employee leaving employment before **12 months** of continuous service shall repay **100%** of all bonus funds received.
(b) An employee leaving employment before **24 months** of continuous service shall repay **50%** of all bonus funds received.
(c) No repayment is required after **24 months** of continuous service.
(d) Repayment may be deducted from the employee's final paycheck as permitted by law or pursued through other lawful means if necessary.

1054.6.5 Administration

Human Resources and the Sheriff's Office Financial Services Director shall jointly manage the tracking, payout, and repayment of all Lateral Sign-On Bonuses. The employee shall

receive a written acknowledgment of the bonus structure and repayment obligation at the time of hire.

1054.7 LANGUAGE PROFICIENCY INCENTIVE

Employees who demonstrate proficiency in an approved second language that meets operational needs are eligible for a Language Proficiency Incentive, based on the language certified:

Language	Amount (Per Pay Period)
Spanish	$50 per pay period
American Sign Language (ASL)	$40 per pay period
All Other Approved Languages	$25 per pay period

- Incentives are prorated for employees who are scheduled less than full-time.
- To qualify, employees must successfully pass a County-approved language proficiency assessment and maintain certification standards as required.
- The Language Incentive is separate from and in addition to step placement, step progression, shift differential, trainer pay, and promotional increases.

1054.8 TRAINER PAY

Employees who are designated and approved to serve as Trainers will receive the equivalent of one (1) hour of additional pay per shift for each shift in which they are actively assigned to training duties.

- Trainer assignments must be approved by the Sheriff (or designee) and recorded through the appropriate scheduling or assignment process.
- The additional hour of pay applies only to shifts where the employee is actively performing training responsibilities.
- The additional hour of pay does not affect hours worked, so it does not count toward hours worked for overtime purposes.
- Trainer Pay is separate from and in addition to step placement and step progression pay, shift differential, and other incentives and increases.

1054.9 ON-CALL PAY

Certain positions that require employees to be available for call-out during non-working hours, such as Investigations, may be assigned to on-call status based on operational needs.

Employees who are assigned and approved to be on-call will receive the equivalent of one (1) hour of additional pay for every twelve (12) hours they are on-call.

- On-call assignments must be approved by the Sheriff (or designee) and scheduled in advance when possible.
- The additional pay applies only to the designated on-call period and does not apply to regular hours worked.
- If called out, employees will be paid according to their regular or overtime rate, as applicable.
- On-Call Pay is separate from step placement, step progression, shift differential, trainer pay, and language incentive pay.

1054.8 ADMINISTRATION AND REVIEW

This policy shall be administered by the Sheriff's Office Administration in coordination with the County Human Resources Department. Pay ranges and step increases shall be reviewed annually to ensure alignment with budgetary considerations, operational needs, and market conditions. Adjustments to pay ranges or steps require approval by the Human Resource Director and Weber County Commission.

All performance evaluations, pay changes, and related documentation shall be maintained by Human Resources in accordance with County record retention schedules. Periodic audits may be conducted to verify compliance with this policy and ensure pay equity across classifications.

For the sworn, public safety staff members in the Sheriff's Office, the DS Step-Based Pay Plan replaces the former Deputy II designation, the countywide pay-for-performance program and any prior pay programs not listed in this policy. Step placement and step progression reflect time in position and performance, not education, specialty assignment or internal classification labels.

Employees may still receive specialty assignments or training opportunities based on operational needs; however, any additional assignment-based compensation, if applicable, will be addressed separately and must be approved through the Sheriff's Office Administration, Human Resource Director, County Commission, and the County's compensation policy and budget process.

DATED this 13th day of October, 2026.

BOARD OF COUNTY COMMISSIONERS OF
WEBER COUNTY:

Gage Froerer, Chair

WEBER COUNTY SHERIFFS OFFICE:

Ryan Arbon, Sheriff

ATTEST:

Ricky Hatch, CPA
Weber County Clerk/Auditor

Emily Wilde
Human Resources

Approved as to form and legality:

Courtlan Erickson
Deputy County Attorney

Exhibit 1

WEBER COUNTY

DS Step-Based Pay Plan

2026

Grade	Rank		Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
				3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3%
DS2	Deputy	Annual	$ 64,480.00	$ 66,747.20	$ 69,097.60	$ 71,531.20	$ 74,048.00	$ 76,648.00	$ 79,331.20	$ 82,118.40	$ 85,009.60	$ 88,004.80	$ 90,272.00
		Hourly	$ 31.00	$ 32.09	$ 33.22	$ 34.39	$ 35.60	$ 36.85	$ 38.14	$ 39.48	$ 40.87	$ 42.31	$ 43.40
DS3	Corporal	Annual	$ 74,131.20	$ 76,731.20	$ 79,435.20	$ 82,222.40	$ 85,113.60	$ 88,108.80	$ 91,208.00	$ 94,411.20	$ 97,718.40	$ 101,150.40	$ 103,792.00
		Hourly	$ 35.64	$ 36.89	$ 38.19	$ 39.53	$ 40.92	$ 42.36	$ 43.85	$ 45.39	$ 46.98	$ 48.63	$ 49.90
DS4	Sergeant	Annual	$ 87,484.80	$ 90,563.20	$ 93,745.60	$ 97,032.00	$ 100,443.20	$ 103,979.20	$ 107,619.20	$ 111,404.80	$ 115,315.20	$ 119,371.20	$ 122,470.40
		Hourly	$ 42.06	$ 43.54	$ 45.07	$ 46.65	$ 48.29	$ 49.99	$ 51.74	$ 53.56	$ 55.44	$ 57.39	$ 58.88
DS5	Lieutenant	Annual	$ 104,104.00	$ 107,764.80	$ 111,550.40	$ 115,460.80	$ 119,516.80	$ 123,718.40	$ 128,065.60	$ 132,558.40	$ 137,217.60	$ 142,022.40	$ 145,745.60
		Hourly	$ 50.05	$ 51.81	$ 53.63	$ 55.51	$ 57.46	$ 59.48	$ 61.57	$ 63.73	$ 65.97	$ 68.28	$ 70.07
DS6	Captain	Annual	$ 117,644.80	$ 121,763.20	$ 126,027.20	$ 130,457.60	$ 135,033.60	$ 139,776.00	$ 144,684.80	$ 149,760.00	$ 155,001.60	$ 160,430.40	$ 164,715.20
		Hourly	$ 56.56	$ 58.54	$ 60.59	$ 62.72	$ 64.92	$ 67.20	$ 69.56	$ 72.00	$ 74.52	$ 77.13	$ 79.19