



# PERSONNEL RULES AND REGULATIONS

<b>RULE 11:</b> <i>Compensation Plan</i>	<b>APPROVED:</b> <b>REVISED:</b>
<b>REGULATION 1:</b> <i>Compensation Plan Administration</i>	<b>Pages:</b> 1 of 8

## Section 1: Introduction

The Human Resources Director shall be responsible for administration of the County's classified service Compensation Plan. In accordance with Nebraska Revised Statutes §23-2525[2], the Rules and Regulations shall provide for a Compensation Plan for all employees in the classified service, comprising salary schedules, hours of work, premium payments, special allowances, and fringe benefits considering the amount of money available, the prevailing rates of pay in government and private employment, the cost of living, the level of each class in the classification (system) plan, and other relevant factors. Initial, intervening, and maximum rates of pay for each class/grade/position shall be established to provide for steps in salary advancement without change of duty in recognition of demonstrated quality and length of service. The compensation plan and amendments thereto shall be adopted in the manner prescribed for rules and regulations and shall in no way limit the authority of the Board of County Commissioners relative to appropriations for salary and wage expenditures.

## Section 2: Provisions

The compensation of employees occupying graded jobs shall be on the basis of the Salary Schedules prescribed for the respective classes as established by the County Board. Compensation for full-time classified appointments is based on working 40 hours per week unless otherwise allowed under the Fair Labor Standards Act (FLSA).

County Board-approved annual adjustments will be processed as follows:

If July 1 falls in the first seven days of a pay period, Employees shall receive the higher pay rate for the entire pay period. If July 1 falls in the last seven days of a pay period Employees shall not receive the higher pay rate until the subsequent pay period.

The County supports the concept of a flexible working schedule where it can be implemented by Department Heads in a manner which improves the delivery of services to the community. An essential requirement is that all work assignments be adequately staffed during the normal business or regular hours. Flexible working schedules must be approved by the Department Head at his/her discretion.



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## Section 3: Starting Compensation at Appointment

Appointment into the classified service shall be made at the minimum rate of pay as established by the job's grade and advancement from the minimum to the maximum pay rate shall be based on performance and length of service.

- A. Upon recommendation of the Department Head, the Human Resources Director and County Administration may approve starting compensation at a rate higher than the minimum pay rate for the job's grade when the needs of the service make such action necessary; provided that any such exception is based on the outstanding and unusual character of the candidate's experience and ability over and above the minimum qualifications specified in the job description or that a critical shortage of applicants exists. In the case where a critical shortage exists, incumbents subject to the same labor market conditions occupying the same job shall have their compensation increased to the rate established for entrance of those receiving original appointments.
- B. The Human Resources Director, upon recommendation of the Department Head, may authorize employment in a trainee capacity provided the needs of the service make such action necessary. Compensation will be established at no greater than fifteen percent (15%) below the minimum rate for the job. The trainee shall be given work experience so as to meet the minimum qualifications for the job within one (1) year and compensation will be adjusted to the minimum pay rate by this time. Trainee compensation will only be authorized if the trainee does not possess the minimum qualifications of the job.
- C. When employees are re-employed in a job in which they were previously employed for up to twelve (12) months prior, the Human Resources Director and County Administration may authorize compensation up to the step of the pay grade corresponding to that which employees had been receiving upon termination of employment.

## Section 4: Starting Compensation on Return to a Classified Job from an Unclassified Position

Employees who, in accordance with *Rule 12: Types of Leave, Regulation 9: Special Leaves*, are granted a leave from the classified service to accept an unclassified position and subsequently return from that leave to the job previously held for which they are fully qualified shall normally receive the same pay rate in effect at the time the leave commenced. If that rate is below the minimum rate for the grade, they shall receive the minimum pay rate. If that rate is above the maximum rate for the job, they



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shall receive the maximum pay rate for the job. Upon return to the classified job, all eligibility dates will be restored to what they were at the time of departure from the Classified Service.

## **Section 5: Recommendations for Compensation Advancement**

Compensation advancement may be made annually until employees reach the maximum pay rate for their job based upon the Board approved Salary Schedules.

Tenured employees may have their performance reviewed annually. In order to receive a pay rate increase, employees must receive an overall performance rating of satisfactory or greater. The Department Head shall complete and submit to the Human Resources Department an Employee Action Form for each employee who has received a satisfactory or greater performance rating. All advancement requests require review and approval from the Human Resources Director and County Administration.

A Department Head may request a merit increase for employees due to exceptional or unusual circumstances in connection with their job performance. The written explanation, along with an Employee Action Form submitted to the Human Resources Director and County Administrator (or designee), must explain the reason(s) for such merit increase and must be consistent with the spirit and purpose of merit system provisions. All merit increase advances requested pursuant to this Section require the approval of the Human Resources Director and County Administrator (or designee) and will become effective the first full pay period following approval within budgetary constraints.

## **Section 6: Compensation of Temporary, Seasonal, Emergency, Provisional, and Casual Employees**

Appointments at a rate other than the minimum rate established for the position shall require the approval of the Human Resources Director and County Administration. Temporary, emergency, provisional, or casual appointees shall not be eligible for compensation adjustment during their appointment. Seasonal appointees occupying full-time or part-time jobs may be employed initially at the minimum pay rate of the job's grade. Annual pay rate increases within the pay grade may be granted upon approval by the Human Resources Director and County Administration.

Temporary, seasonal, emergency, provisional, or casual employees shall not be eligible for the benefits of the classified service with the exception of those mandated by federal or state law.



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## Section 7: Pay Rate Change due to Consolidation

Should the County desire and/or should an election decide a consolidation of departments is warranted, the Department Head of the newly-established department, with input from the Human Capital Committee, shall determine the job placement of impacted employees based upon business necessity. The pay rate for impacted employees shall be determined as follows:

Step 1: The current rate of pay for the impacted employee will be compared to the pay rate range of the newly assigned position, and

Step 2: The employee will then be placed on the closest step/level of pay of the newly assigned position that ensures no loss of pay.

No tenured employee will be required to re-serve a probationary period due to a consolidation; employees still within a probationary period will not have tenure rights until the period's expiration.

## Section 8: Overtime and Compensatory Time Administration

Non-exempt employees are eligible for overtime and compensatory time. Exempt employees are not eligible for overtime nor compensatory time. The Department Head may assign reasonable periods of overtime to meet department operating needs. Complete records of overtime or compensatory time shall be recorded by employees' using a County approved method. Employees shall receive time-and-a-half (1½) for hours physically worked over 40 per week (unless otherwise allowed under the FLSA). Holidays will count toward the 40 hours worked for overtime and compensatory time calculations.

Non-exempt Part-Time employees may not perform compensable work in more than one recognized County department during any given workweek.

Full-time employees may perform compensable work for more than one department during any given workweek with the following provisions:

- A. There is mutual agreement between the home department, the secondary department, and the affected employee;
- B. The compensable work hours in the secondary department cannot conflict with the compensable work hours of the home department; and
- C. Wages (and any potential overtime) are paid by the secondary department, with said compensation to be paid on a regular paycheck (i.e. no earning of compensatory time off).



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Under no circumstances can the affected employee use county-paid leave time and receive compensation from the secondary department for the same workday.

Department Heads may opt to offer compensatory time in lieu of working overtime for non-exempt employees. Unless otherwise specified by a collective bargaining agreement, employees may not accrue more than 240 hours of compensatory time for hours worked.

Conversion of accrued Compensatory time is subject to the below provisions:

## **A. Change from Non-Exempt to Exempt status:**

Should a classified employee change from non-exempt status to exempt status, the employee is no longer eligible for compensatory time off. The employee's current compensatory time off will be processed as follows:

### **1. Change Office/Department:**

- Current total of accrued compensatory time will be verified;
- The employee will select an approved method of payment for accrued compensatory time; and
- The current Office/Department is responsible for the monetary costs of the payout of compensatory time (with budgetary approval).

### **2. Remain in Current Office/Department:**

- The accrued compensatory time may be retained for future use if mutually agreed to between the employee and the Department Head; or
- The accrued compensatory time will be processed as indicated in item '1' above.

## **B. Promotion/Transfer/Demotion to a different Office/Department:**

- Current total of accrued compensatory time will be verified;
- The employee will select an approved method of payment for accrued compensatory time; and
- The current Office/Department is responsible for the monetary costs of the payout of compensatory time (with budgetary approval).

Upon separation, the employee or his/her beneficiary shall be paid up to, but not more than, the hours of accumulated compensatory time computed on the basis of the employee's regular pay as of his or her last day of employment.



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## **Section 9: On-Call Compensation**

Non-exempt employees who are scheduled to be available to return to work, but who are not under the control of the County, shall be paid two (2) hours pay at their regular pay rate for each pay period they serve in this capacity. Additionally, employees shall receive pay at time-and-a-half (1½) for any actual time worked.

## **Section 10: Call Back Compensation**

Non-exempt full-time employees who have left their normal place of work and who are called to physically return to work during their off-duty time shall be paid a minimum of two (2) hours at a rate of time-and-a-half (1½) or one-and-one-half (1½) times the actual number of hours worked, whichever is greater.

## **Section 11: Emergency Standby Compensation**

Non-exempt employees who are required to standby their post and be ready for duty, at the direction and under control of the County, shall be paid two (2) hours pay at their regular pay rate for each hour of actual time they are assigned to standby.

## **Section 12: Out-of-class Compensation**

Employees serving an Out-of-class assignment (defined as performing the majority of essential functions of a job in a higher grade/class) shall receive an increase in their pay rate of a minimum of 5% or the minimum of the first step of the assigned job's grade, whichever is greater. Employees become eligible to receive Out-of-class compensation beginning on the fifth (5<sup>th</sup>) continuous day working such assignment. Upon completing the fifth (5<sup>th</sup>) day, compensation will be retroactive to the first day of the assignment. They shall receive out-of-class compensation for the entire duration of the assignment.

## **Section 13: Detail Assignment Compensation**

Tenured employees who receive a Detail Assignment shall be compensated at the discretion of the Department Head. Refer to *Rule 4: Promotions, Transfers, Demotions, and Detail Assignments, Regulation 4: Detail Assignments* for further information.



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## **Section 14: Compensation for Supervisor/Manager Personnel**

Employees occupying these jobs shall be paid at a pay grade higher than the pay grade of those supervised. This higher pay grade shall also apply to fully qualified employees serving a detailed assignment as supervisors/managers provided that at the conclusion of such detail assignment employees' pay rate shall revert to their immediate prior grade and step.

## **Section 15: Selective Position Compensation**

The Department Head may request that a job be categorized as a Selective Position by providing documentation that supports recruitment and/or retention difficulties. The Human Resources Director and County Administration must authorize categorization of a job as a Selective Position. The pay grade for approved Selective Positions shall be no more than two (2) grade levels above the job's allocated grade. Any employee occupying a Selective Position shall receive the compensation adjustment. Selective Position compensation will be subject to budgetary constraints.

Should the categorization as a Selective Position no longer be required all incumbents shall revert back to the job's allocated grade and their compensation be red circled.

## **Section 17: Total Remuneration**

Except as otherwise provided in the PRR, employees shall not receive pay from the County in addition to the salary authorized under the Salary Schedules approved by the County Board for service rendered by them, either in the discharge of their ordinary duties or any additional duties which may be imposed upon them or which they may undertake or volunteer to perform except as required by law.

## **Section 18: Longevity Pay**

Full-time tenured employees hired before July 1, 2015, not covered by a labor agreement, shall receive longevity pay based upon the total length of continuous service with the County. Employees hired after July 1, 2015 shall not be eligible to receive longevity pay. Such pay shall be effective beginning with the first full pay period following completion of the specified years of service. Payment is subject to mandatory withholding. Part-time employment counts toward years of service for Longevity Pay if, at the time of payment, employees are full-time. Longevity Pay is not subject to retroactivity or cumulative building on top of previous Longevity Pay.



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Longevity Pay is as follows:

<b>Completed Years of Service</b>	<b>Annual Pay Amount</b>
10 <sup>th</sup> through 14 <sup>th</sup> year	\$885
15 <sup>th</sup> through 19 <sup>th</sup> year	\$1,330
20 <sup>th</sup> through 24 <sup>th</sup> year	\$1,785
25 <sup>th</sup> through 29 <sup>th</sup> year	\$2,165
30 <sup>th</sup> year or more	\$2,400