

POLICY 519 SALARY PLAN ADMINISTRATION

1. Purpose. The purpose of this policy is to administer a uniform employee salary plan. The salary and benefits provided by the county to its employees are for the purpose of obtaining and retaining competent individuals to perform services which the county is either required to or is discretionarily providing to its residents. The county will provide these salaries and benefits on the basis of internal equity, and external competitiveness if fiscally feasible.

2. Salary plan administration.

2.1 New Hires. Will normally commence working on Step 1 of the pay grade. The hiring supervisor, with approval of the Human Resources Director, can start experienced individuals within steps 2 – 5 under any of the following conditions.

- The entrant must have substantial experience immediately usable in the new position.
- Market conditions must demand a higher starting salary step.
- Salary compression from subordinate positions requires a higher starting salary.

2.1.1 Placement above step 6 requires the approval of the County Administrator and the Human Resources Director.

2.2 Promotions. An individual who moves to a position of a higher pay grade will be placed on Step 1 of the new salary schedule; OR, the step closest to a 5% increase.

2.3 Step Increases. Step increases will occur at the start of the first pay period each July. Step increases will not be automatic. Employees must have a performance evaluation that indicates satisfactory performance.

2.3.1 An employee who has received an unsatisfactory performance evaluation, is serving a disciplinary suspension or who has been placed on a Performance Improvement Plan that includes a time limit within which the deficiencies must be corrected, will not receive the annual step increase.

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Revised Date: 11/2012; 10/13/2013; 8/23/2015; 1/27/2016; 05/15/2018; 03/2019 Employee

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3. Parks and Forest.
 - 3.1 Coon Fork Park Rangers will receive housing accommodations which include L.P. gas for heating and cooking. The adjusted annual value of in kind wages, inclusive of housing and utilities is \$1,237.
 - 3.2 Coon Fork Park Rangers will receive a .78¢ per hour adjustment in recognition of the on-site living requirement.
4. Highway.
 - 4.1 Mechanics that obtain and maintain certification from ASE (The National Institute for Automotive Service Excellence) for heavy-duty truck service will be paid an annual certification allowance on the first pay period following their anniversary date of employment. The employee will submit proof of certification from ASE before payment. The allowance will be \$50 for each truck area test passed, with a maximum annual certification allowance of \$400 per employee for Master Certification.
5. Airport.
 - 5.1 The Maintenance Technician positions at the airport will receive an additional fifty cents (\$.50) per hour for all hours worked as long as these positions provide ARFF services at the airport.
6. Facilities.
 - 6.1 Employees in the facilities department scheduled to work an eight (8) hour shift lasting after 7 p.m. or beginning before 6 a.m. will receive an additional twenty-five (\$.25) per hour after 7 p.m. and before 6 a.m.
7. Subpoena Pay.
 - 7.1 Employees who are subpoenaed or required to testify in court outside of their normally scheduled hours shall receive a minimum of one (1) hour pay.
 - 7.2 Subpoena fees will be retained by the County.
8. Appointment of Child Support Management and Legal Support Duties

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- 8.1 The Corporation Counsel will appoint one Assistant Corporation Counsel to perform the duties of providing oversight of the county's child and spousal support, paternity, and medical support liability program in accordance with state and federal laws, rules and regulations as outlined in the job description addendum.
 - 8.1.1 The Corporation Counsel will notify the Director of the appointment.
 - 8.1.2 The Assistant Corporation Counsel appointed to these duties will receive an annual stipend of \$1,500 which will be distributed throughout the year each pay period.
9. Field Training Officers.
 - 9.1 Field Training Officers (FTO) will receive \$2.00 per hour when training new employees only. The FTO will not receive this \$2.00 for meetings.
10. Death While an Active Employee.
 - 10.1 Upon the death of an employee, the employer will pay to the employee's spouse or to the estate if there is no surviving spouse, any earnings due to the employee at the time of his or her death.
11. Total Base Wages and Other forms of Compensation.
 - 11.1 Employers are prohibited from engaging in collective bargaining with general municipal employees on any form of compensation except for total base wages. Premium pay, merit pay, automatic pay progressions and any other form of supplemental compensation may be considered, but not bargained, by the employer.
 - 11.2 Employers may bargain with units comprised exclusively of public safety employees, as defined by law, on any term or condition of employment, including any form of compensation, except WRS employee required contributions and all costs and payments associated with and the design and selection of health care coverage plans except for the employee premium contribution

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