

# COUNTY OF CHATHAM



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ORGANIZED 1770

707 SQUARE MILES

## **Resolution Amending the Chatham County Personnel Policy To Provide for Changes Necessary by the Pay and Classification Plan**

**WHEREAS**, the Chatham County Personnel Policy, adopted March 11, 1996, establishes the general guidelines for employees conduct; and

**WHEREAS**, from time to time it is necessary to amend the Personnel Policy for clarification or to better meet the needs of the employees and the County; and

**WHEREAS**, the Board of Commissioners approved a new pay and classification system effective January 1, 2001; and

**WHEREAS**, as a result, the method in which employees are compensated has changed; and

**WHEREAS**, changes are therefore needed to the Personnel Policy to accommodate this new system and reflect it appropriately, effective January 1, 2001; and

**WHEREAS**, these changes to the Personnel Policy supercede any previous amendments dealing with pay and classification.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of Chatham County, that the Personnel Policy be amended as follows:

### **Article I, Section 3: Definitions**

By changing to:

- N. Hiring Rate. The beginning salary paid to an individual who is fully qualified to perform the duties of the position to which he or she has been appointed. The hiring rate is normally the minimum of the salary grade assigned to a position.
- X. Pay Plan. A schedule of pay ranges arranged by sequential rates including minimum, midpoint, and maximum for each class assigned to a salary range.
- LL. Salary Schedule. A listing by grade of all the approved minimum, midpoint, and maximum salary ranges authorized by the Board of County Commissioners for various classes.

QQ. Training Rate. The salary paid to an individual who does not possess the qualifications necessary to perform the duties of the position to which he or she has been hired. The training rate must be at least one dollar below the hiring rate assigned to the position.

Remove Sections:

- R. Job Standard Program
- U. Merit Bonus
- V. Merit Increase
- MM.Standard Job Rate

**Article III, Section 1: Adoption.**

By changing to:

The salary schedule, reflecting grade level, as approved by the Board of County Commissioners and set forth in Appendix I, is hereby adopted as the pay plan for Chatham County.

**Article III, Section 4: Hiring Rate/Starting Salary.**

By changing to:

The minimum rate established for the class is the normal hiring rate, except in those cases where unusual circumstances appear to warrant appointment at a higher rate. When the County Manager deems it necessary and in the best interest of the county, the County Manager may approve a point above the minimum rate on the basis of a recommendation by the department head. Above-the-minimum rate appointments will be based on such factors as (1) the qualifications of the applicant being substantially higher than the minimum education and training for the class, (2) a shortage of qualified applicants available at the minimum rate, and/or (3) the refusal of qualified applicants to accept employment at the minimum rate.

**Article III, Section 5: Progression in the Salary Range.**

By changing to:

Regular employees will be evaluated on a yearly basis. Employees are eligible for a percentage increase, the range of which is to be determined annually by the Board of County Commissioners. Employees are evaluated on overall performance, and increases are calculated based on identified goals and outcomes determined by employees, department leaders, and approved by the County Manager.

**Article III, Section 8: Merit Pay**

Remove sections A,B,C,D, and E.

**Article III, Section 10: Trainee and Work-Against Salaries.**

By changing to:

- A. An applicant hired, or an employee promoted to a position in a higher class, who does not meet all the established requirements of the position, shall be appointed with the approval of the Appointing Authority as follows:
- C. An employee in a trainee or work-against status shall continue to receive a reduced salary at least one dollar below the hiring rate of the fully qualified

position until the appointing department head and the County Manager determine that the trainee or work-against employee is fully qualified to assume the full responsibilities of the position.

- D. For employees who have completed their probationary period at the end of trainee or work-against status, the following shall apply: The end of trainee or work-against status will be considered the employee's anniversary date for future personnel actions. At the completion of trainee or work-against status, the employee will go to 2% above the hiring rate of grade to which the fully qualified position is assigned.
- E. For employees who have not completed their probationary period at the end of trainee or work-against status, the following shall apply: The employee's first day of work with Chatham County will be considered the employee's anniversary date for future personnel actions. At the completion of trainee or work-against status, the employee will go to 2% above the hiring rate of the grade to which the fully qualified position is assigned.
- F. Employees on trainee or work-against status are eligible to receive increases in accordance with the pay for performance system, as long as the employee's salary does not exceed one dollar below the hiring rate of the grade to which the fully qualified position is assigned.

**Article III, Section 11: Pay Rates in Promotion, Demotion, Transfer, and Reclassification.**

By changing to:

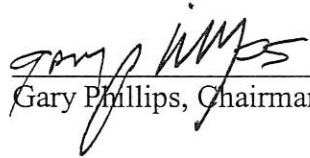
- B. When a promotion occurs, if the employee's salary is below the new hiring rate, it shall be increase to the hiring rate of the salary range assigned to the class to which he or she is promoted. If an employee's current salary is already above the new hiring rate, his or her salary may be adjusted 2% upward, provided that the adjusted salary does not exceed the maximum of the assigned salary range.
- D. If an employee is demoted for cause or accepts a demotion voluntarily, the employee's salary will be reduced to any level in the lower salary range as long as the reduced salary does not fall below the minimum salary rate of that range.
- E. When a transfer occurs from a position in one class to a position in another class assigned to the same pay range, the employee shall continue to receive the same salary.
- F. When a reclassification occurs and an employee's position is reclassified to a class having a higher salary range, the employee's salary shall be increased 2% above the hiring rate of the new pay range. If the employee's current salary is already equivalent to or above 2% above the hiring rate, his or her salary may be adjusted 2% upward, provided that the adjusted salary does not exceed the maximum of the assigned salary range.

**Article III, Section 12: Pay Rates in Salary Range Revisions.**


By changing to:

- B. When a class of positions is assigned to a higher pay range, employees in that class may receive a pay increase of 2% above the hiring rate, or 2%, whichever is higher.
- C. When a class of positions is assigned to a lower pay range, the salaries of employees in the class will remain unchanged. If this assignment to a lower pay range results in an employee being paid at a rate above the maximum rate established for the new class, the salary of the employee shall be maintained at that level until such time as the employee's pay range is increased above the employee's current salary.

Adopted this, the 19<sup>th</sup> day of February, 2001.

  
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Gary Phillips, Chairman

**ATTEST:**

  
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Sandra B. Lee, Clerk to the Board  
Chatham County Board of Commissioners