

A. JOB DESCRIPTIONS & GRADING:

Teller County has developed job descriptions for all appointed and staff positions. On the basis of the job description, Teller County will assign each position a salary pay range that is determined by comparing the position's job factors with those of similar positions of comparable entities. The job factors to be considered include, but are not limited to the complexity and frequency of assigned tasks, reporting and work relationships, liability inherent to the position, level of decision-making responsibility). All job descriptions are available at the Teller County Human Resources Department.

When a position becomes vacated, the Elected Official/Department Head should review the job description for any changes to the functions/tasks, skills/knowledge, education/experience or special requirements required to perform the job. Such reevaluation may result in the reclassification of that position's pay grade.

It is the supervisor's responsibility to provide a copy of the job description to the employee. A copy of the current job description, signed by the employee, will be placed and maintained in the employee's personnel file.

B. PAY STRUCTURE:

Salaries and wages are based on the Teller County salary range structure as adopted by the Elected Officials. Periodic reviews of the salary range structures may be done to determine the relative competitiveness of the pay range structure in relation to the established market using identified benchmark positions.

The pay level for new hires may vary from 90% of midpoint to 100%, which is midpoint of the salary range.

Merit increases may be awarded to employees up to the maximum pay within the salary range, subject to annual budget considerations. County-wide percentage adjustments (increase/decrease) to the salary range structure may be made by a vote of the Elected Officials, subject to the approval of the Board of County Commissioners.

As a public entity, all upward pay adjustments are subject to the availability of sufficient County funds.

C. PAYROLL DATES:

County payroll dates are the 15th and 30th of each month or the closest workday prior.

D. PAYROLL DEDUCTIONS

No payroll deductions shall be taken from payroll compensation of any employee except for deductions required or permitted by local, state or federal law or statute (including but not limited to, deductions for taxes, Federal Insurance Contributions Act (FICA) requirements, judicial garnishments, child support orders, or any other court-ordered deduction, deductions for employee benefits and pensions as established by law for such employee, and deductions for contributions to charities and organizations exempt from federal income tax under sec. 501(3) of the Internal Revenue Code of 1986., provided that any employee authorizing a charitable deduction shall , on at least an annual basis, provide a written authorization consenting to such charitable deduction. An administrative charge may be assessed to any charitable organization that receives the benefit from the payroll deduction to offset the administrative cost for this service.

E. OVERTIME FOR NON-EXEMPT EMPLOYEES:

In accordance with the Fair Labor Standards Act (FLSA), Teller County classifies each employee or position as either "exempt" or "non-exempt" for purposes of overtime eligibility. Nonexempt employees receive their normal rate of pay (straight time) for all work week hours up to and including 40 hours per week and receive overtime pay for all hours worked during a work week beyond 40 hours at one and one-half times the employee's regular hourly rate of pay. Overtime is based on the total hours actually worked in a work week. When determining the actual hours worked in a work week, paid time off such as holidays, vacation days, personal days, personal emergency days and fully paid medical leave, meal periods, and other forms of unpaid time off are all classified as Other Pay and are NOT included in the determination of overtime pay.

All overtime must be approved by the Elected Official/Department Head. Overtime pay in excess of the amount budgeted by the Elected

Official/Department Head must be approved by the Board of County Commissioners.

F. COMPENSATORY TIME.

In accordance with the Fair Labor Standards Act (FLSA), Teller County may provide employees with compensatory time instead of cash overtime compensation. The decision to provide compensatory time in lieu of overtime payment shall be within the discretion of each Elected Official/Department Head. Any compensatory time received will be at the rate of not less than one and one-half hours of compensatory time for each hour of overtime **worked** and may be preserved, used or paid out in accordance with Section 7(o) of the Fair Labor Standards Act.

All compensatory time accrued must be used before vacation time and should generally be taken within a three-month period from the time accrued. The taking of compensatory time off must be scheduled with and approved by the immediate supervisor.

The maximum balance of accrued comp time for any non-exempt employee is 80 hours. All overtime worked in excess of the maximum comp time balance will be paid at the appropriate overtime rate.

In the event that a regular full-time employee's status changes from non-exempt to exempt, any accrued compensatory time shall be paid at the next pay period following the change. Payment will be made at the prior non-exempt rate for compensatory time.

At the time of termination an employee will be paid for the balance of compensatory time at the employee's current rate of pay.

It is the responsibility of each Elected Official/Department Head to see that this comp time policy is followed. Teller County follows current Fair Labor Standards Act (FLSA) guidelines on compensatory time.

G. SPECIAL DETAIL/EXTRA DUTY:

Special detail/extra duty is defined under the Fair Labor Standards Act (FLSA) Section 29 CFR 553.227. The regulation describes the special provision for law enforcement employees of public agencies who, at their own option, perform special duty work in law enforcement activities for a separate and

independent employer (public or private) during their off-duty hours. It also sets forth a two-part test.

- (1) The special detail work is performed solely at the employee's option, and
- (2) The two employers are in fact separate and independent. [For example, different County departments are not separate and independent.]

Both criteria MUST be met.

If both of the above criteria are not met, then hours worked should be included on the employees' time sheet and paid as appropriate.

If there is a request for Special Detail/Extra Duty, Human Resources should be contacted to verify both criteria are met and to make sure that the negotiated contract includes all costs to the County including but not limited to, employee rate of pay, payroll taxes, insurance benefits and any associated vehicle and/or equipment costs.

H. ON-CALL:

An employee who is not required to remain on the employer's premises but is required to wear a pager or to leave word at his/her home where he/she may be reached, is considered to be "on-call", but not working until paged or called. On-call procedures may vary by department. Exception: Law Enforcement.

The following compensation will be paid to employees who are on call:

Mon - Fri (before/after normal work hours)	\$15/day
Weekends/County approved holidays:	\$30/day
Except: Christmas Day/Thanksgiving Day	\$60/day

Actual time worked will be recorded on normal departmental time sheets. Exempt employees are not eligible for on-call compensation.

I. INTRA-COUNTY POSITION CHANGES:

1. Transfers between positions:

When an employee is interested in applying for a different position within the County, a new application is required and a new introductory period would begin if the employee is offered the job. (May not be required when returning to a previously held position)

Promotional increases may be granted to employees who have moved into a distinctly more responsible position with a higher salary range designation. A promotional increase will raise the employee's salary in the range between the minimum (90%) of the promotional salary range or no higher than midpoint (100%). A promotional increase will not be higher than midpoint (100%).

When an employee transfers between positions and the salary range of the position transferring to is less than that which he/she is currently at, the rate of pay shall be based on the salary range of the new position to which he/she transfers to.

2. Position reclassification:

a) When a position is reclassified to a higher salary range, the provisions governing rate of pay on transfers shall be used to set the salary of the incumbent;

b) When a position is reclassified to the same salary range, the salary of the incumbent shall remain unchanged;

c) When a position is reclassified to a lower salary range, the salary of the incumbent shall be set as follows:

1. If the salary in the higher range is above the maximum rate of the lower range, the pay shall be set at the maximum rate of the lower range;

2. If the salary in the higher range falls within 90% (minimum) to 100% (midpoint) of the lower range, it shall remain unchanged.