

## **02. PERSONNEL**

### **2.8. Compensation Plan**

BOS Adopted – Jul 1, 2004

#### **2.8.1. Pay Plan and Rates**

A. There is hereby established a formal pay plan to be approved by the Board of Supervisors upon recommendation of the County Administrator. The official pay plan for the County service shall consist of a schedule showing established annual pay ranges and the title of classes of all positions. On an annual basis, and coinciding with the budget process, the salary ranges assigned to all classifications shall be reviewed by the County Administrator. In arriving at salary ranges, consideration shall be given to prevailing rates for comparable work in other public employment and relevant private business, the current cost of living, responsibilities of the position, and the County's financial condition and policy. Based on the County Administrator's findings and the general financial condition of the County, increases, reductions, or other changes may be made in the salary structures of the pay plan.

B. Adoption of the annual budget shall constitute approval of the plan including amendments. The ordinary procedure for amending the official salary plan outside of the budget cycle, shall involve a recommendation by the County Administrator to the Board of Supervisors, and adoption in the form of a resolution.

C. The County Administrator shall be responsible for administering the Pay Plan for all positions, for working out arrangements which will ensure an equitable administration of the plan for all affected employees, and for interpreting the application of the pay plan in regard to problems which are not specifically covered herein by using the principles expressed herein as guides.

D. Rates of pay established for each job classification constitute total compensation for full-time service in the various classifications. The hours of work for full-time service are established by the pay plan. Rates of pay established are for full-time employment.

**2.8.2. Step Increases.** On June 6, 2007 the Board of Supervisors voted to eliminate steps from the Fluvanna County Compensation system.

#### **2.8.3. Pay and Allowances**

A. New Appointees. Generally, all new employees shall be paid the minimum rate of pay for the class. The minimum rate for each class is based upon the assumption that a new employee meets the minimum qualifications stated in the class specification. An individual beginning employment with the County for the first time shall usually be placed at the minimum of the pay range established for the job in which employed. Occasionally, however, based on a new employee's prior experience and proficiency in the same or related capacity, placement may

be accelerated within current budget restraints up to 15% above the minimum of the grade, upon approval of the County Administrator.

Exceptions may be granted upon the approval of the County Board of Supervisors in the following cases:

1. When it is necessary to appoint a new employee whose qualifications are less than the minimum, the new employee shall enter service at a salary below the minimum rate of the class.
2. When a new employee more than meets the minimum qualifications, and will not accept appointment at 15% above the minimum of the grade, the employee may be appointed at a higher salary.

B. Promotions. When an employee is promoted to a position in a higher class, the salary shall be increased to at least the minimum rate for the higher class. Occasionally, however, based on the employee's prior experience and proficiency, placement may be accelerated within current budget restraints up to 15% above the minimum, upon approval of the County Administrator. The probation period of at least six (6) months will be required for each promotion.

C. Reinstatement / Reemployment. An employee that has been reinstated or re-employed shall be paid at a salary rate within the approved salary range for the position to which he is reinstated.

D. Hourly or Non-Full-time Temporary Employment. When employment is on an hourly or non-full-time temporary basis, the rate paid shall be at a rate approved by the County Administrator.

E. Allowances. Uniformed members of the Sheriff's Department and other departments may be provided with such uniforms and equipment. Non-uniformed personnel of the Sheriff's Department may be given a clothing allowance in the form of a salary supplement. Clothing receipts will not be honored for reimbursement.

F. Payment of Leave Balances

1. If an employee resigns from County service, retires, or is terminated, he or she will be paid for unused annual leave up to the maximum number of hours that can be carried forward at the end of the calendar year, based on length of service.

2. If the employee has five or more years of continuous service when County employment ends, he or she also will be paid for 25% of the unused sick leave, not to exceed \$2,500. The employee also will be paid for any overtime leave balance and compensatory leave balance. The payment of Leave Balances will be in the payroll cycle after the final paycheck is issued.

3. If an employee moves from one position to another in the same department or to another County department, the employee's annual and sick leave balances are transferred. If an employee moves within the same agency, his or her compensatory and overtime leave balances also will be transferred. If the employee moves to another department, his or her compensatory and overtime leave balances must be paid by the department he or she is leaving.

G. Deductions. The payroll clerk is authorized to make established deductions from an employee's gross pay to cover Federal and State income taxes, contributions for retirement systems, and for employee group life, hospitalization and supplemental insurance premiums. With the authorization of the employee, the payroll clerk may also make payroll deductions for the purpose of other deductions as may be approved by the County Board of Supervisors for the benefit or convenience of the employees. Individual deductions for other than the above e.g., for garnishments or tax liens shall be made only with the approval of the County Administrator or his designee.

H. New Benefit Deductions. New benefit deductions will be started in the payroll cycle prior to the benefit effective date for all employee benefits with the exception of the deduction for the Flexible Spending Accounts which will be taken out in arrears. It is the responsibility of the Human Resources Department to submit a Personal Action Request authorizing the new benefit deduction.

#### **2.8.4. Payroll Procedure and Schedule**

##### **A. Time Sheets**

1. All employees (permanent and part-time) are required to complete a biweekly time sheet. This time sheet should reflect actual work hours and any leave time taken. The employee and the employee's supervisor should sign the employee's time sheet. Time Sheet Summary reports should be submitted to the Finance Department per the payroll schedule distributed at the beginning of each calendar year. On June 30th or at the end of the fiscal year the employee's time sheets should be submitted with the Time Sheet Summary to the Finance Department. The Finance Department will retain each employee's time sheet for ten years.

2. Failure to submit the time sheet to Timekeepers for the preparation of the Time Sheet Summary report for submission to the Finance Department by the date on the payroll schedule will interrupt payroll processing. Repeated violation of the submittal deadline is grounds for disciplinary action.

B. Payroll Distribution. All employees are paid bi-weekly on the Friday following the bi-weekly cycle. Direct deposit is mandatory for all employees. Direct deposit is mandatory for employees on the bi-weekly pay cycle. For those unable to utilize the direct deposit benefit, the following procedure is hereby established regarding the release of payroll checks from the Department of Finance:

1. Payroll Checks are to be picked up by the Department Head or designee per the Authorized Signatories form. This form is signed by individuals who have been authorized to pick up payroll from the Finance Department.

2. Payroll Checks will not be released prior to payday except when an employee is scheduled off. The employee's Department Head or designee as authorized by the Authorized Signatories form may pick the employee's check up one (1) day prior to payday after 2:00 p.m.

3. Payroll Checks will not be released from the Finance Department to a family member. The employee may make arrangements with their Department Head or supervisor for a family member to pick up the employee's payroll check.

### **2.8.5 Employee Learn and Earn Program**

**BOS adopted - August 15, 2018**

A. Purpose. To establish special pay compensation policies for Fluvanna County employees who receive degrees from accredited colleges and universities, complete certain certifications and licensures from appropriate agencies, or receive specific temporary assignment certifications.

#### **B. Policy**

1. Compensation is contingent upon annual funding authorization.

2. This policy only applies to such degrees/certifications/licensures earned after an employee's initial employment date and after June 30, 2015.

3. Academic degrees earned must align to the employee's current job or departmental functions and be above the basic educational requirement for the position.

4. The permanent special pay increase to base salary only applies to attainment of the first degree at each level (i.e., no compensation for a second bachelor's degree).

5. The certification or licensure earned must be beneficial to the County such that it enhances the employee's skills and competencies in their current position.

6. The temporary special pay increase only applies to the initial certification OR recertification of a specific certification or licensure (i.e., no compensation for a specific certification PLUS recertification for the same certification).

7. The maximum pay increase for all degrees, certifications, licensures, and temporary assignments in one year shall not exceed \$3,000 (excluding Master Deputy assignments).

8. In no case will a special pay increase place an employee's pay above the maximum for their position's pay band.

9. Funding for permanent or temporary special pay increases approved during a budget year will come from the County's Personnel Contingency, as needed. Individual departments will budget for the required funds in subsequent years.

10. State or other non-County sources may fund certain training, certifications, licensures, or temporary assignments. Any change to the application/approval process or to the amount paid will generally be determined by the funding source (e.g., Constitutional Officer Career Development Pay, Master Deputy Program, etc.).

### C. Employee Eligibility

1. Must be a Permanent Benefit-Eligible employee.

2. Permanent benefit-eligible employees regularly scheduled for less than 40 hours per week will receive a prorated amount based upon their full-time equivalency (FTE). For example, an eligible employee regularly scheduled for 30-hours per week counts for 0.75 FTE. The employee will receive 75% of the specified compensation amount.

3. Employees must have satisfactory job performance (minimum of overall "Meets Expectations") on their most recent performance evaluation.

4. An employee is not eligible for additional compensation for a degree, certification, or licensure completed after submitting their resignation or retirement.

5. Employees are responsible for maintaining up-to-date certifications and licensures. Finance/Human Resources will cancel any temporary special pay not supported by current certification or licensure documentation.

### D. Qualifying Degrees, Certifications, Licensures, or Temporary Assignment Certifications

1. Degrees. A qualifying degree's concentration must be within the scope or closely related to the employee's current position and/or agency/department operating functions. Some examples are:

Financial Services Specialist (Finance): Degrees in accounting, business administration, statistics, finance, or public administration.

Senior Program Support Specialist (Planning): Degrees in business administration, planning, communications, or community development.

Grounds Specialist (Public Works): Degrees in public works administration, horticulture, landscape architecture or management, urban design, engineering, geology, or botany.

Sheriff's Deputy: Degrees in criminal justice, homeland security, paralegal, legal studies, or J.D.

Deputy Treasurer: Degrees in public administration, business administration, accounting, statistics, banking management, or communications.

2. Certifications and Licenses. Approved certifications and licensures are typically state- or nationally-recognized and usually require continuing education or training to maintain the certification or licensure. Some examples are:

- Virginia Commercial Pesticide Applicator Certification
- Virginia Fertilizer Applicator Certificate
- AICP Certification (Planning)
- Building Code Official Certification
- Building Permit Technician Certification
- Microsoft Certified Solutions Certification (MCSC)
- Certified Public Accountant License
- Professional Engineer License
- Journeyman Plumbing License
- Other state sponsored certifications for specific agencies/offices

3. Temporary Assignment Certifications. Approved temporary assignments are typically those assigned by the Sheriff for deputies with specific training or certifications. The assignments are:

- Master Deputy
- Field Training Officer (FTO)
- Range Master
- Motor Officer
- Court Security-Civil Process (CSCP)
- Drug Abuse Resistance Education (DARE)
- Detective I
- General Instructor

E. Permanent Base Salary Increases. The County Administrator may authorize the following increases upon completion of an approved academic degree/training program.

GED / Diploma	\$ 250
Other Training (e.g., FBI Academy)	\$ 500
Associate's Degree	\$ 500
Bachelor's Degree	\$ 1,000
Master's Degree (incl. EDS, JD, etc.)	\$ 1,500
Doctoral Degree	\$ 2,000

F. Temporary Special Pay Increases. The County Administrator may authorize the following increases upon completion of an approved certification/licensure or upon beginning an approved Deputy Sheriff Temporary Assignment.

Certificate	\$ 500
Licensure	\$ 1,000

<b>Temporary Assignment Certifications (Deputy)</b>	
Court Security-Civil Process (CSCP)	\$ 500
Drug Abuse Resistance Education (DARE)	\$ 500
Detective I	\$ 500
General Instructor	\$ 500
Field Training Officer (FTO)	\$ 1,000
Range Master	\$ 1,000
Motor Officer	\$ 1,000
Master Deputy	\$ TBD Annually

G. Application and Processing

1. Department Heads, Constitutional Officers, or Agency Heads or their designees shall complete and submit a “Personnel Action Request (PAR)” form to Human Resources for special pay consideration, along with any required documentation. The form requires the employee to provide specific information and to certify that the information is correct, and recommendations from the employee’s supervisor and Director/Constitutional Officer/Agency Head.

2. When possible and to help ensure applicability, requests should be submitted and preliminarily approved prior to enrollment.

3. The HR Manager shall review the request and make a recommendation to the County Administrator for final approval/disapproval.

4. HR files the completed PAR form in the employee’s personnel record.

**2.8.6. Constitutional Officer Pay**  
 BOS adopted – January 18, 2017

A. Starting Salary. The starting salary for newly elected Constitutional Officers will be set at the minimum amount that must be paid to the Constitutional Officer by the local government as established by the General Assembly and reimbursed by the State’s Compensation Board. Per State Code § 15.2-1605.1, however, the Board of Supervisors may approve a higher starting salary. The Board may consider education, experience, special skills or certifications, and proficiency in related former role(s) when determining that a higher starting salary is appropriate.

B. Salary for Interim Appointments. The salary for an appointed interim Constitutional Officer will be the minimum amount that must be paid to the Constitutional Officer by the local government as established by the General Assembly.