

		POLK COUNTY GOVERNMENT				
		Human Resources Department				
		Title/Subject:		Pay Adjustment Policy		
		Applies to:		All Polk County Employees and Candidates for Vacant Positions	Effective Date:	August 2020
		End Date:	N/A			
X	Policy	Approved by: Board of Supervisors		Policy #	300.013	
	Procedure			Procedure #		
	Other	Instruction:	Annual Review			
		Number of Pages:	2			

I. General Statement of Policy

The purpose of this policy is to provide criteria for pay adjustments for Polk County employees, as well as offers to candidates for vacant Polk County positions. To the extent this policy conflicts with any terms of a collective bargaining agreement negotiated between Polk County and an employee organization (union), the terms of the collective bargaining agreement shall prevail.

II. Definitions

For the purposes of this policy the following definitions are applicable:

- **Promotion/Upgrade:** Advancement of an employee to a higher paying job classification (higher pay grade/salary range). Includes temporary promotions.
- **Demotion/Downgrade:** Permanent movement of an employee to a lower paying job classification (pay grade/salary range).
- **Transfer:** Permanent movement of an employee to a job classification with the same pay grade/salary range.
- **Reclassification:** Permanent movement of an employee to a different job classification following a Human Resources audit of the position. Can result in upgrade, downgrade, or transfer.
- **Red-Circled Salary:** An individual pay rate that is above the range maximum for the pay grade as approved by the Board of Supervisors. The employee is typically ineligible for pay increases until the range maximum surpasses the actual pay rate.
- **Hire/rehire:** An employee that is being newly hired to the County or is being rehired to the county after a break in service.
- **Within-Grade:** Means pay between the established minimum and maximum pay associated with a pay grade.

III. Pay Upon Promotion/Upgrade, Demotion/Downgrade, Transfer or Reclassification

- **Pay Upon Promotion/Upgrade:** Upon receiving a promotion, the Employee shall receive a 5% increase, or the pay rate commensurate with the Minimum level in the higher job classification, whichever is greater. In no case shall the employee be assigned below the minimum or above the maximum of the assigned salary range. The promotion shall be effective at the beginning of the payroll period following Board approval of the action.
- **Pay Upon Demotion/Downgrade:** Upon receiving a demotion or downgrade, the rate of pay shall be established by the Director of Human Resources but in no case shall the employee be assigned below the minimum or above the maximum of the assigned salary range unless the Board approves red-circling of the employee's salary. The demotion/downgrade shall be effective at the beginning of the payroll period following Board approval of the action. An employee who voluntarily accepts a demotion/downgrade shall not be eligible to have their pay red-circled.
- **Pay Upon Transfer:** No pay adjustments are made following transfers.
- **Pay Upon Reclassification:** Movement to a higher paying job classification will be treated the same as pay upon promotion/upgrade. Movement to a lower paying job classification shall be at the employees current

pay rate except in no case shall the employee be assigned below the minimum or above the maximum of the assigned salary range, unless the Board approves red-circling of the employee's salary. The reclassification shall be effective at the beginning of the payroll period following Board approval of the action.

IV. Progression Following Promotion/Upgrade, Demotion/Downgrade, Transfer or Reclassification

Promotions/upgrades, demotions/downgrades, transfers and reclassifications do not change the anniversary date for within pay grade increases except for Teamsters (the anniversary date for Teamsters promoted to sworn positions changes to the Civil Service Date).

V. Pay Upon Hire/Rehire

All regular full-time Employees, with the exception of management employees, shall be hired at the minimum of their respective pay grade, unless otherwise agreed to in a collective bargaining agreement. The Director of Human Resources may authorize an advance appointment rate not to exceed 10% above the minimum of the pay range for excluded, management/supervisory, and/or director employees, with the approval of the Board of Supervisors. If the appointment is above the minimum of the pay grade, the employee shall not advance at the end of their probationary period but would advance annually upon their applicable anniversary date. Procedures for pay upon hire/rehire shall not apply to any other section of this policy.

Appointment above the minimum rate involving bargaining unit employees requires the signed agreement of the applicable bargaining unit representative in addition to Board approval, unless specifically addressed in the collective bargaining agreement.

VI. Special Pay

The following special pay may be granted as set forth below:

Exceptional Circumstances. Where exceptional circumstances exist, such as the recruitment and/or retention of individuals that would provide exceptional value to Polk County, and as recommended by the Human Resources director subject to approval by the Board, a new hire, rehire or current employee may be placed at a within-grade salary above the percentages contemplated in Sections III and V, above.

Special duty. An employee who is temporarily assigned to a vacant position in a class with a higher pay grade may be given additional pay equal to the minimum of the higher paygrade or an increase of 5%, whichever is greater. Special duty pay shall be recommended by the Human Resources director and is subject to approval by the Board.

Extraordinary duty. An employee or class of employees who are temporarily assigned higher level duties, including supervisory duties, may be given additional pay. The amount of pay shall be recommended by the Human Resources director and is subject to approval by the Board. Employees receiving this pay shall not be entitled to other benefits associated with the position(s) that perform the higher level duties.

Completion of Temporary Assignment. When an employee completes a temporary assignment contemplated by either the special duty or extraordinary duty pay, the employee shall return to the rate of pay they were earning prior to receiving the special or extraordinary duty pay; however, the employee will be entitled to any within grade pay increases that occurred during the special or extraordinary duty pay period up to the maximum of their pay grade.

Effect on within grade increases. Temporary assignments shall not affect an employee's eligibility for within grade pay increases, and the additional pay amount shall be recalculated whenever a within grade pay increase is granted. The class to which the employee is temporarily assigned shall be controlling for purposes of overtime, shift differential, standby and call back pay.

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