



Pay Plan

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1.0 POLICY

The pay plan is intended to provide equitable compensation for all positions when considered in relation to each other, to general rates of pay for similar employment in the private and public sector in the area, to changes in the cost of living, to financial conditions of the County and to other factors. The salary schedule, reflecting grade level ranges, as approved each year by the Board of Commissioners is hereby adopted as the pay plan for Lee County.

2.0 DEFINITIONS

- 2.1 Anniversary Date:** The date an employee begins employment.
- 2.2 Actual Date in Position:** The date an employee begins employment in current position.
- 2.3 Benefited Full-time Position:** A position that has been approved by the Board of County Commissioners, with duties and responsibilities, normally requiring the full-time employment of an individual.
- 2.4 Benefited Part-time Position:** A position that has been approved by the Board of County Commissioners, with duties and responsibilities requiring the part-time employment of an individual.
- 2.5 Comp Ratio Factor:** a compensation metric that compares the salary of an employee to the midpoint of the salary range for their position or similar positions as other comparable employers.
- 2.6 Cost of Living Adjustment:** An adjustment that may be approved and implemented by the Board of Commissioners to employee salaries and the Pay Plan reflecting the annual cost of living adjustment for the County's geographic area.
- 2.7 Demotion:** The reassignment of an employee to a position or a classification having a lower salary range than the position or the classification from which the reassignment is made.

- 2.8 Market Salary Rate:** The midpoint of a salary range typically representing the market (average) salaries of positions assigned to each salary grade.
- 2.9 Minimum Salary Rate:** The minimum salary authorized by the pay plan for an employee within an assigned salary grade.
- 2.10 Maximum Salary Rate:** The maximum salary authorized by the pay plan for an employee within an assigned salary grade.
- 2.11 Part-time Employee:** An employee regularly scheduled to work less than forty (40) hours per workweek, and is paid on an hourly basis.
- 2.12 Pay Plan:** A schedule of pay ranges arranged by sequential grades and rates including minimum and maximum for each class assigned to a salary range.
- 2.13 Performance Evaluation System:** An annual review of an employee's performance, designed to facilitate open communication between employees and supervisors.
- 2.14 Position:** A group of current duties and responsibilities requiring the full- or part-time employment of one person.
- 2.15 Position Classification Plan:** A plan approved by the Board of County Commissioners that assigns classes (positions) to the appropriate pay grade.
- 2.16 Probationary Period:** The required work period of initial employment or promotion representing the period of observable work performance to determine the suitability and ability of the employee to satisfactorily perform the duties and responsibilities of the position. The Probationary Period may be extended up to an additional six (6) months but shall not exceed twelve (12) months (18) months for Sworn Law Enforcement Officers.
- 2.17 Probationary Employee:** An individual appointed to a position who has not completed the probationary period. A probationary employee may be dismissed, demoted, or suspended without the right of appeal.
- 2.18 Progression Increment:** Salary adjustment when an employee has attained an additional year of service in current position.
- 2.19 Progression Increment after Reaching Market Rate of Pay (10 Year):** Salary adjustment when an employee meets an identified number of years in employment with Lee County beyond reaching the market rate of pay within a salary grade.
- 2.20 Promotion:** The reassignment of an employee to an existing position or classification in the county service having a higher salary range than the position or the classification from which the reassignment is made.

- 2.21 Reclassification:** The reassignment of an existing position from one class to another based on significant changes in job content such as duty, kind, difficulty, required skill and responsibility of the work performed.
- 2.22 Salary Grade:** All positions that are sufficiently comparable to warrant the same range of pay rates.
- 2.23 Salary Range:** The minimum and maximum salary levels for a given classification.
- 2.24 Salary Range Revision:** The raising or lowering of the salary range for one or more specific classes of positions within the classification plan.
- 2.25 Salary Schedule:** A listing by grade of all the approved minimum and maximum salary ranges authorized by the Board of County Commissioners for various position classifications of county government.
- 2.26 Seasonal Employee:** An individual who is hired for a specific short period to work for a particular work season. Employee must be removed from payroll at the end of the seasonal employment.
- 2.27 Temporary Position:** A position for which the duties and responsibilities are required to be met for a specific short period of time, normally not to exceed twelve (12) months, and which may or may not require attendance by a person for a full work day and/or work week. Employees in this position are paid on an hourly basis and receive no benefits.
- 2.28 Trainee:** An employee designated as such, appointed to a position in any class for which the County Manager or the State Office of Human Resources has authorized “trainee” appointments. An employee status when an applicant is hired (or employee promoted) who does not meet all of the requirements for the position. A trainee will be paid at a rate below the minimum of the regular class. During the duration of a trainee appointment, the employee is on probationary status.
- 2.29 Transfer:** The voluntary or involuntary reassignment of an employee from one position or department to another.
- 2.30 Work-Against Appointment:** When suitable qualified applicants are unavailable and there is no trainee provision for the classification of the vacancy, the appointing authority may appoint an employee below the level of the regular classification in a work-against situation. A work-against appointment is for the purpose of allowing the employee to gain the qualification needed for the full class through on-the-job experience. The appointee must meet the minimum education and experience standard of the class to which initially appointed. A work-against appointment may not be made when applicants are available who meet the education and experience requirements for the full class and for the position in question.

3.0 PROCEDURE / RULE

- 3.1 **Maintenance:** The County Manager shall be responsible for the administration and maintenance of the pay plan. To this end, the County Manager or his designee shall, make comparative studies of all factors affecting the level of salary ranges each year and shall recommend to the Board of County Commissioners such changes in salary ranges as are warranted.
- 3.2 **Administration:** The pay plan shall be administered in a fair and systematic manner in accordance with work performed. The pay structure shall be externally competitive and shall maintain proper internal relationships among all positions based on relative duties and responsibilities and shall recognize years in position and performance as the basis for all pay increases, other than cost-of-living, within the established pay range. The classification plan shall meet the requirements of the State Competitive System for local government employees while maintaining a countywide plan.
- 3.3 **Hiring Rate/Starting Salary:** Each new employee, except those employees with trainee/work against status, shall be paid no less than the minimum of the pay range established for the classification. A starting salary above the minimum of the pay range may be authorized based upon a comparison of the employee's qualifications to the position specification, verified employment history and/or education attainment and the starting salary shall not be inconsistent with the salaries of current employees with comparable experience and education. Any starting salary above the minimum of the pay range must be approved by the County Manager.
- 3.4 **Progression of Pay to Market Rate of Salary Range:** An employee who has not achieved Market Rate of the salary range for the position currently assigned will move one level progression increment in pay annually if increase is budgeted in the pay and classification plan. An employee who meets the number of years in position and has acceptable performance for the next applicable level prior to July 1 of each year will be moved to the appropriate level within the established County of Lee Classification and Pay Plan. Pay adjustment will be effective at the beginning of the pay period following July 1. The Lee County Board of Commissioners may make changes to the County of Lee Classification and Pay Plan at any time. Progression level increments depend on budget approval by the Lee County Board of Commissioners.
- 3.5 **Progression of Pay After Market Rate of Salary Range:** Employees who have attained the Market Rate of pay of the assigned grade will receive one half of the pay plan's Comp Ratio Factor every two years after achieving Market Rate. This pay increase will be effective on the beginning of the pay period after July 1 of the year. When an employee attains the maximum rate of the salary range for his or her present position, no further salary increases will be received unless the position is reclassified, or the employee is promoted to another position with a higher salary range. Comp Ratio increases depend on budget approval by the Lee County Board of Commissioners.

- 3.6 Negotiated Increases:** Other salary increases may be granted from time to time with the approval of the County Manager as applicable. Annual salary of an employee may be changed when increased duties and responsibilities warrant an increase in salary. The salary after any such increase may not exceed the maximum of the salary range.
- 3.7 Failure to Perform Satisfactorily:** Benefited employees will be evaluated on a yearly basis. All employees will be required to perform at a satisfactory level. If an employee is deemed not performing at a satisfactory level, the employee may be subjected to disciplinary action and/or suspension of a pay increase until the next fiscal year if warranted.
- 3.8 Trainee and Work-Against Salaries:** 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:
- A.** Employees subject to the State Personnel Act will be designated “trainees” or “work-against” in accordance with rules and regulations established by State Office of Human Resources. All other County employees shall be designated “trainees” based upon recommendation of the Department Director with the approval of the County Manager.
 - B.** An employee in a trainee or work-against status shall continue to receive pay at a pay grade less than the pay grade of the fully qualified position until the appointing Department Director and the County Manager determine that the trainee or work-against employee is fully qualified to assume the full responsibilities of the position.
 - C.** For employees in trainee or work-against status, the following shall apply: At the completion of trainee or work-against status, the employee will be raised to the minimum of the grade to which the fully qualified position is assigned. The effective date of the move into regular status will be used as the starting date in the position for pay purposes.
- 3.9 Pay Rates in Promotion, Demotion, Transfer or Reclassification:** When an employee is promoted, demoted, transferred, or reclassified, the employee’s rate of pay shall be established in accordance with the following rules. The new rate of pay shall take effect on the first day of the approved personnel action.
- A.** When a promotion occurs, the employee’s salary shall be increased to the minimum salary of the higher pay grade, or 5% whichever is greater.
 - B.** If an employee is demoted as a result of a reclassification, and the employee’s current salary falls above the maximum of the range for the lower class, the

employee's salary will remain the same until general schedule adjustments or range revisions bring it back within the lower range.

- C. If an employee is demoted for cause or accepts a demotion voluntarily, the employee's salary will be reduced by 5% per grade-level reduction, as long as the reduced salary does not fall below the minimum salary rate for that range.
- D. 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 unless a different salary is approved by the County Manager.
- E. When a reclassification occurs and the employee's position is reclassified to a class having a higher salary range, the employee's salary shall be increased to the minimum of the new pay range or adjusted upward by five (5) percent or an amount approved by the County Manager, provided that the adjusted salary does not exceed the midpoint of the assigned salary range.

3.10 Pay Rates in Salary Range Revisions: If the Board of County Commissioners approves a change in salary range for a class of positions, the salaries of employees whose positions are allocated to that class shall be affected as follows:

- A. When a class of positions is assigned to a higher pay range, the employee's salary shall be increased, if it is below the new minimum, to at least the minimum rate of the new salary range. If an employee's current salary is already above the new minimum salary rate, his or her salary will be increased by an amount approved by the County Manager, provided the adjusted salary does not exceed the market rate (10 year) of the assigned salary range.
- B. When a class of positions is assigned to a lower pay range, the salaries of employees in that class will remain unchanged. If this assignment to a lower pay range results in an employee being paid at a rate above the maximum 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.

3.11 Pay Rates for Interim Job Assignments: Occasionally a position vacancy or the long-term absence of the person in a position requires the temporary assignment of all or part of such a position's duties to another county employee. A temporary increase may be implemented in the salary of an employee accepting such an assignment with the approval of the County Manager based upon the following guidelines:

- A. Department Director positions increase approximately 10% to 15%
- B. Supervisory positions increase approximately 7% to 12%

C. Other key positions increase approximately 5% to 10%

The exact size of the temporary increase will be based upon the size of the department, the significance of duties assumed, and the level of responsibility for persons, property and operations. Increases will not be given for additional duties that are routine or similar to those of an employee's regular job assignment.

Employees whose pay is increased for an interim job assignment will continue to receive that same rate of pay if they are subsequently promoted to the position. If an interim job assignment results in a promotion, the employee will continue to receive the rate of pay given for the interim assignment or the minimum of the new salary range.

3.12 Pay for Part-time Work: Compensation of any employee with benefited status who is appointed for less than forty (40) hours a week shall be computed on a prorated basis of the position's minimum salary of the assigned pay grade for hours worked. All employees who work less than forty (40) hours a week will be covered by Workers' Compensation and Social Security and may receive other benefits as determined by the Board of County Commissioners.

4.0 APPENDIX / APPENDICES

None.