

Wage and Salary Administration

SECTION 1: ADMINISTRATOR

All changes in salaries and wages must be approved by the elected official or department head and the County Administrator in writing.

SECTION 2: ESTABLISHMENT OF PAY PLAN

The County Administrator shall review the pay scale annually and submit recommendations for changes to the Board of Commissioners. The official pay plan for employees in classified positions shall be the salary rate ranges as approved by the Board of Commissioners annually with the approval of the budget.

SECTION 3: HIRING RATES

The starting compensation for a newly hired employee shall be the Start Step or Step 1 of the appropriate pay grade as indicated in the current salary table or labor contract per the most recent adopted Cass County Class Comp Study. The Administrator may authorize the initial hiring of an employee up to the midpoint of the pay grade if justified by pertinent documentation from the elected official or department head. The documentation must contain specific reasons for the requested action. If, in the opinion of the Administrator, there is insufficient justification to approve the request, he/she may request additional justification and forward the request to the Board of Commissioners for consideration.

SECTION 4: STEP INCREASES

- A) Step increases shall not be automatic but shall be based upon the department head/elected official's evaluation and recommendation. Within the adopted salary schedule for the County, step increases are meant to be a recognition for satisfactory performance and continued efficient service.
- B) An elected official or department head may withhold a recommendation for a step increase for an employee on the basis of an unsatisfactory rating of the employee's performance, work habits, attendance, attitude, or willingness to perform duties. The elected official or department head shall advise the employee in writing by October 1st, or CB Contract specific date, of the recommendation to withhold a step increase and the reason(s) therefore. A copy of said communication shall be forwarded to the County Administrator and a copy placed in the employee's personnel file.

SECTION 5: WAGE RATES FOR PROMOTED EMPLOYEES

Upon promotion an employee shall be placed at the starting step of his/her new pay grade except in cases where the starting step would not be an increase in pay. The promoted employee shall be placed at such step in the new pay grade as may be necessary to give an increase in pay.

SECTION 6: WAGE RATES FOR RECLASSIFIED EMPLOYEES

- A) When an employee is reclassified to a classification in a higher salary grade, his/her salary shall be adjusted to the lowest step in the grade for the new classification which results in an increase in pay.
- B) When an employee is reclassified to a classification in the same salary grade, his/her salary shall remain at the same step and result in no change of pay.
- C) When an employee is reclassified to a classification in a lower salary grade, his/her salary shall be adjusted to the step on the new pay grade which results in the smallest decrease in pay.

SECTION 7: WAGE RATES FOR DEMOTED EMPLOYEES

- A) The rate of pay of an employee who may be demoted as a result of discipline and not reclassification, shall be placed at the step which results in the smallest decrease in pay.
- B) For all non-disciplinary demotions, an employee demoted to a lower grade in the same occupational class, i.e.: Clerk Typist II to Clerk Typist I, shall be transferred to the step on the new pay grade which results in the smallest decrease in pay. If the demotion is to a different occupational class, the employee shall move to the step on the new pay grade which results in the smallest decrease in pay.

ADOPTED: 03/17/2005
AMENDED: 02/03/2022