

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Procedure

Section 5.1.a

COMPENSATION PROCEDURES FOR NON-BARGAINING UNIT EMPLOYEES

In accordance with the Board's commitment to providing a compensation system for employees that will:

- Support the Agency's culture and values and achievement of its mission
- Attract and retain high caliber personnel
- Recognize and reward individual performance and contribution
- Assure competitive pay practices with the external market
- Assure internal equity
- Comply with all related legal requirements

The following procedures have been developed to support the practical implementation of the compensation system.

POSITION DESCRIPTIONS:

Position Descriptions have been developed for all non-bargaining unit positions. Each description will be reviewed and updated annually and as changes occur. Employees will be given a copy of their Position Description. Human Resources will retain a master copy of all Position Descriptions.

POSITION EVALUATION:

Position Evaluation is the process of measuring job duties, accountabilities and required skills against predetermined criteria (known as compensable factors) to derive a point value for each position. This process is used to help assure internal equity by establishing the internal relationship of positions.

The Board's position evaluation plan consists of the following factors:

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| <i>Know-How:</i> | The combination of knowledge, skill and experience necessary to perform the duties of the position. |
| <i>Problem Solving:</i> | The depth of problem solving complexity and required judgment needed to carry out position duties. |
| <i>Accountability:</i> | The impact of the position on organizational results. |

Communication & Influence

The nature of interactions and influence with others (internally and externally) required to carry out the duties of the position.

Evaluation Process

- Position Descriptions are prepared for new or revised positions.
- The Position Evaluation Committee will evaluate the new or revised position and assign the position to the appropriate pay grade.

PAY STRUCTURE

The Board's compensation system consists of a series of pay grades and ranges. These grades and ranges have been established to reflect the relative value of positions, both internally and externally

PAY ADMINISTRATION GUIDELINES

Performance Pay

Each employee will receive a written, annual performance summary and will be eligible to receive a base pay increase based on documented performance results. Performance pay increases are calculated as a percentage of base pay. Actual increase percentages will be determined in accordance with performance increase guidelines within budget parameters.

Pay Rate Positioning

New employees will normally be hired at the minimum of the range for their position unless competitive labor market conditions or previous work experience dictate a higher pay rate. Hiring an employee into a position below range minimum or above range maximum is not permitted.

Promotions

An employee moving to a position in a higher pay grade may be eligible for a promotional increase. The amount of this increase will be determined by the employee's experience and incumbent pay levels in the new position. Promotional increases will be effective on the date when the employee commences work in the new position.

Lateral Transfers

A lateral transfer is defined as movement to a position within the same pay grade. Lateral transfers will not typically result in any type of pay adjustment.

Demotions

A demotion is defined as movement to a position in a lower pay grade. Pay decreases due to demotions will be determined on a case-by-case basis.

Red Circle Pay Rates

Employees whose current pay rate exceeds the maximum of the designated range will not be eligible for a base pay performance increase until their current pay rate falls within the range. Lump sum increases may be awarded to employees whose

performance exceeds expectations. Such increases will be calculated as a percentage of base pay, but not added to base pay.

Overtime

All positions in Pay Grades A and B are classified as non-exempt and are eligible to receive overtime compensation under the provisions of the Fair Labor Standards Act. Positions in Pay Grades C through G are classified as exempt and are not subject to the provisions of the Fair Labor Standards Act.

Pay Structure Adjustments

Pay range adjustments may occur due to changes in the competitive market and/or economic conditions. The Board will collect and analyze market data periodically and adjust pay ranges as conditions warrant within budget parameters.

Retirement and Re-Employment

Effective January 1, 2014, if a non-bargaining unit employee who is eligible for retirement under the State Teachers Retirement System or the Public Employee Retirement System indicates a desire to retire and requests in writing to the Superintendent the desire to continue employment after retirement, the following conditions will apply:

- The employee must accept continued employment at the minimum starting salary for the pay grade in which they are assigned.
- Vacation and sick time will be paid to the employee according to the then current agreement/policy sections as if the employee actually retired; and
- All benefit accruals will begin anew at the beginning of the new employment period as if the employee were a "new hire".

Approval of requests made by an employee to retire and be re-employed will be evaluated on a case by case basis as to the benefit to the Board and will be approved or denied by the Superintendent based on this analysis.

RECOMMENDED PAY STRUCTURE WITH JOB TITLES

GRADE	JOB TITLES
G	Superintendent
F	Adult Services Director Early Childhood Director Principal SSA Director Chief Financial Officer Human Resource Director Information Technology Director
E	Director of Transportation
D	Director Fairhaven Foundation Workshop Director Medicaid Services Manager Preschool Director MUI Coordinator Habilitation Director SSA Supervisor
C	SSA Intake Coordinator SSA Administrator Accountant Asst. Director of Transportation Cafeteria Supervisor Director of Transportation Safety Production Supervisor Waiver Coordinator Community Employment Manager

RECOMMENDED PAY STRUCTURE WITH JOB TITLES

GRADE	JOB TITLES
B	IT Specialist Administrative Assistant (Tracy) Production Supervisor (Lead) Executive Assistant Accounting Associate/Payroll HR Assistant Administrative Assistant (HR) Administrative Assistant (Dawn) Administrative Assistant (School)
A	Medicaid Support Assistant SSA Assistant Accounting Associate Administrative Assistant (Debbie) Administrative Assistant (Vicki)