

Section Name: Employee Relations                      Effective Date: March 23, 1999  
Section Number: 400    Date of Revision: November 17, 2020.  
Policy Number: 401

Subject: Compensation

Overview:

The County of Monroe seeks to provide competitive compensation packages to its employees based on their positions, qualifications, experience and years of service in a fiscally responsible manner.

Purpose:

The purpose of this policy is to provide procedures for compensating all non-union employees of Monroe County Government.

Scope:

This policy shall apply to all non-union employees of all departments, co-employer elected offices and administrative units of Monroe County government.

Statement of Policy:

A. Pay Periods:

1. Employees will be paid every other Friday. One week of wages is withheld to provide the necessary time to prepare, authorize and issue the payroll. Payment shall be made by check or through direct deposit. The employee shall also be provided an itemized statement of his earnings and all deductions made for any purpose.

B. Base Wages:

1. All employees shall be compensated at the rate of pay specified for their pay grade and classification as established by the Monroe County Board of Commissioners.
2. Employees hired on or after January 1, 2021, will be placed on the Tier 1 Non-union Wage Schedule. Except as provided below, all full-time new hires shall be placed at Step One (the minimum rate) of the Tier 1 Wage Schedule. After one (1) year of service at Step 1, the employee shall advance to Step 2. The employee shall thereafter advance to each successive step after twelve months service at each such step until the employee reaches the maximum step of the Tier 1 Wage Schedule for the employee's classification and pay grade.
3. Effective January 1, 2021, current employees on the Tier 2 Non-union Wage Schedule who elect to no longer be an active member of the Monroe County Employee's Retirement System (as provided in Policy #422- Retirement for Benefit Group Non-union and Benefit Group Management) and enroll in the Defined Contribution Retirement Plan offered through MERS, shall be placed on the Tier 1 Non-union Wage

Schedule at the same pay grade and step on the Tier 1 Wage Schedule as the employee held on the Tier 2 Wage schedule upon the date of election.

4. Effective January 1, 2021, full-time employees who are currently on the Tier 2 Non-union Wage Schedule and who elect to remain an active member of the Monroe County Employees Retirement System (as offered in Policy #422-Retirement for Benefit Group Non-union and Benefit Group Management) shall continue on the Tier 2 Wage Schedule. After completing eight (8) years of service (without regard to classification), an employee shall be placed at the same pay grade and step on the Tier 1 Wage Schedule as the employee held on the Tier 2 Wage Schedule.
5. Except as provided below, all part-time new hires shall be placed at Step One (the minimum rate) of the Tier 2 Wage Schedule. After completing 2,080 hours of service at Step One, the employee shall advance to Step Two. The part-time employee shall thereafter advance to each successive step after 2,080 hours service at each such step until he/she reaches the maximum step of the Wage Schedule for his classification and pay grade. After completing eight (8) years of service (without regard to classification), an employee shall be placed at the same pay grade and step on the Tier 1 Wage Schedule as the employee held on the Tier 2 Wage schedule.
6. New hires may be granted up to four (4) years prior service credit for purposes of initial placement on the non-union Wage Schedule. All experience for which prior service credit is granted must be directly related to the employment qualifications, duties and responsibilities of the job classification for which the employee is being hired. Recommendation and supporting documentation must be submitted in writing to the Human Resources Director prior to the employee being hired. The Human Resources Director shall submit his/her recommendation to the County Board for approval. After completing one (1) year of service (or 2,080 hours in the case of part-time employees) at the approved pay step, the employee shall thereafter advance to each successive step as described in sections B (2)-(5) above until he reaches the maximum step of the Wage Schedule for his classification and pay grade.
7. Retirees under the Monroe County Employees Retirement Ordinance who are rehired on or after January 1, 2011 in a part-time position will be placed at the minimum step of the current Tier 1 Wage Schedule that they retired under, unless otherwise approved by the Monroe County Board of Commissioners.

Retired MCOLES certified law enforcement personnel who are hired as a Bailiff shall be placed on the maximum step of the non-union Wage Schedule consistent with B(5) and B(7) above, regardless of the entity they retired from. Such appointments shall be subject, in all respects, to the provisions of the Monroe County Employees Retirement Ordinance (when applicable) and applicable state and federal law.

C. Longevity Payments.

1. All full-time employees, who are hired on or after January 1, 1989, are not eligible to receive longevity payments. Full-time employees on the County payroll as of December 31, 1988, shall remain eligible to receive longevity payments subject to the following provisions:
2. An employee must have at least five (5) years of continuous service and receive compensation for at least 1,500 hours during the twelve (12) month period immediately preceding December 1 of each calendar year in order to be eligible for longevity pay.
3. Longevity pay shall be paid once a year based upon the number of years of continuous service an employee has worked for the County determined as of December 1 of each calendar year and shall be in the amount of \$125.00 for the first five years of continuous service, and an additional \$25.00 for each year of continuous service thereafter.
4. Employees shall not be entitled to any longevity pay if their employment with the County is terminated for any reason prior to December 1 of any calendar year.
5. An employee who retires or dies shall be entitled to pro-rated longevity benefits if all other requirements are met. The pro-rated longevity pay will be based upon the time from December 1 to the day of retirement or death.
6. Longevity payments will be paid in a separate check the first non-pay Friday in December of each calendar year.

D. Pay Adjustments for Promotions and Transfers to Regular Position Vacancies.

1. If an employee is promoted to a classification in a higher pay grade, his new base pay shall be increased to the rate specified for whichever step of the new classification that results in a base wage increase as close as possible to, but not less than 5% above the base rate he was last paid in his former position and shall not exceed the maximum pay rate of the higher pay grade. If the pay adjustment as provided above results in the promoted employee being placed at the Minimum Step of the new pay grade, and upon recommendation of the Elected Official/Judge/Department Head and concurrence by the County Administrator/Chief Financial Officer an employee may be granted a maximum of four years prior service credit in consideration for years of service with the County. The employee's qualifications, experience and education must exceed the minimum requirements of the current job description.
2. If an employee is transferred to a classification in the same pay grade, his base pay shall remain the same.
3. If an employee is transferred to a classification in a lower pay grade, he shall be placed at the same step on the salary schedule in such lower graded position as the step on which he was placed at the time of his transfer and his base rate reduced accordingly.

E. Pay Adjustments for Transfers to Temporary Position Vacancies. An employee, who is temporarily transferred by the County, for more than five (5) continuous working days, shall receive the rate of pay for the job classification to which he is temporarily assigned, or his former rate of pay, whichever is higher, retroactive to the first date of such transfer. If the period of transfer is less than five (5) continuous working days, the transferred employee shall keep the rate of pay for his regular job classification.

F. Transfers From Full-Time To Part-Time Status. An employee who transfers from full-time to part-time status shall forfeit all eligibility for insurance benefits and all other fringe benefits, except those benefits mandated by state or federal law or the Monroe County Employee's Retirement Ordinance, effective with the date of said transfer.

G. Transfers From Part-Time To Full-Time Status. If a part-time employee has completed a least 720 hours of service at the time he/she is transferred to a full-time position, then insurance benefits shall commence effective with the date of the employee's transfer to full-time status. If a part-time employee transfers to a full-time position before he/she has completed 720 hours of service, then that employee will be eligible for insurance benefits upon completion of 720 hours of service.

#### Definitions.

A. Employee-An individual who is employed by the County of Monroe in the course of the County's mission and public service of local county government.

#### Policy Compliance:

##### A. Responsibility

1. Elected Officials/Judges/Department Heads or their designee(s): Each is responsible for ensuring this policy is followed when hiring and promoting employees.
2. Human Resources: The Human Resources Director shall have the responsibility for overseeing and implementing this policy under the guidance and direction of the County Administrator/Chief Financial Officer.

Administrative Procedure. None.

#### Legislative History of Authority for Creation or Revision.

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated November 13, 2001, May 13, 2003, April 25, 2006, November 9, 2010, November 23, 2010 September 3, 2019 and November 17, 2020.