


BUFFALO COUNTY
Wisconsin

Drafted By:

Sonya J. Hansen

Presented Month/Year:

November 2021

Involved Committees:

County Department:

Administration

Fiscal Impact: YES / NO

AC Approved: YES / NO

RESOLUTION # 21-12-09

**A RESOLUTION TO AMEND POLICY NO. 111 OF THE BUFFALO COUNTY
EMPLOYEE HANDBOOK – SALARY CLASSIFICATION & COMPENSATION
SYSTEM**

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any addition and/or amendments to the Employee Handbook; and,

WHEREAS, the Human Resource Committee has recommended to amend Policy 111 of the employee handbook to clarify policy as to salary administration, step increases, new hires, and separation of employment.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby amends POLICY 111- SALARY CLASSIFICATION & COMPENSATION SYSTEM to the Buffalo County Handbook effective on January 1, 2022, a copy of the amended policy is attached as Exhibit A and to be incorporated herein and to become a part of this resolution.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 20th day of December, 2021.



County Clerk


ATTEST:





County Board Chairperson


Human Resources Committee


Larry Grisen


Mary Anne McMillan Urell


Donald A. Hillert


Nathan Nelson


Michael L. Taylor

ANTICIPATED FINANCIAL IMPACT STATEMENT

2022 Budget

None

POLICY 111. SALARY CLASSIFICATION & COMPENSATION SYSTEM

1. Purpose: It is the policy of the Employer to administer a uniform employee compensation system.

- 1.1 The salary and benefits provided by the County to its employees are for the purpose of obtaining and retaining competent individuals to perform services which the County is either required to or discretionally provides to its residents.
- 1.2 The County will provide salaries and benefits on the basis of external competitiveness and internal equity whenever possible and within the financial limits established.

2. Goals:

- 2.1 Recognize the value each position and employee brings to Buffalo County.
- 2.2 Pay salaries that are competitive for the work being performed.
- 2.3 Attract and retain fully qualified employees.
- 2.4 Increase an employee's understanding of pay administration.
- 2.5 Increase department manager accountability for administration of pay.

3. Format:

- 3.1 Non-Represented Position Placement on Salary Schedule:
 - 3.1.1 All positions within the Buffalo County Salary Classification & Compensation Schedule (Appendix E) shall be placed in a job classification ("pay grade") based upon factors set forth below.
- 3.2 Non-Represented Position Titles and Categories:
 - 3.2.1 All positions within the Buffalo County Salary Schedule are assigned an official title and assigned to a pay grade.
 - 3.2.2 All position requests are expected to conform to the identified titles.

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3.2.3 New or modified titles shall be approved by the Buffalo County Human Resources Committee as recommended by the Department Manager, Standing Committee and County Administrative Coordinator and reflected on the Buffalo County Salary Schedule.

3.2.4 No position shall be moved between pay grades merely because an employee in the position has greater knowledge, skill or ability than the position requires.

3.3 Ranges:

3.3.1 Each pay grade shall have a step range for each position assigned to the pay grade using the highest and lowest wage for that pay grade.

4. Salary Administration:

4.1 Current Non-Represented Employee Placement:

4.1.1 All current employees in positions identified on the Buffalo County Salary Schedule shall be placed at least at Step 1 or Start of their assigned pay scale. As per Section 4.3 below, this will not apply to current employees who have submitted their intent to separate employment with Buffalo County.

4.1.2 The Buffalo County Human Resources Committee with recommendation from the County Administrative Coordinator and Department Managers may provide placement above the minimum step based on available financial resources to place employees closest to the employee's current salary without a decrease in rate of pay. If the employee's current salary exceeds the maximum rate in their pay grade, the employee as wage shall be "frozen".

4.1.3 Placement in pay grades shall be determined by factors that may include, but are not limited to, education and experience required, scope of supervisory responsibility, knowledge and discretion, customer and client service orientation, occupational skills, exposure and risks, hazards and physical efforts, similar positions in similar counties and internal equity where possible.

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4.2 New Hires:

- 4.2.1 Placement of new hires with the minimum skills and qualifications will normally be hired at Step 1 or Start range.
- 4.2.2 A new hire may be hired up to Step 3⁴ ~~or 12 months~~ subject under the following conditions:
- 4.2.2.1 The new hire has a level of experience or skill set which enables the employee to perform the job with little or no training immediately upon hire.
- 4.2.2.2 The market conditions demand a higher starting step.
- 4.2.2.3 Approval of the County Administrative Coordinator as recommended by the Department Manager with identified funding source within the department's budget to cover expenses.
- 4.2.3 A new hire may be hired above Step 3 ~~4 or 12 months~~ subject to approval of the Buffalo County Human Resources Committee as recommended by the County Administrative Coordinator and Department Manager.
- 4.2.4 Starting a new hire at Step 9⁶ ~~7 or 30 months~~ is discouraged.
- 4.2.5 The placement of other current employees within the pay and grade must be considered before approaching Human Resources Committee for placing a new hire ~~approving a new hire at Step 9 or above. or 30 months.~~⁶
- 4.2.6 The Department Manager must identify a funding source⁶ within the department's budget to fill new position to start at Step 9⁶ ~~7 or 30 months~~ and obtain approval as necessary from the Buffalo County Human Resources Committee and the Buffalo County Finance Committee.

4.3 Separation of Employment:

- 4.3.1 If an employee has provided their intent to separate employment from Buffalo County, including but not limited to written notice of resignation or retirement, minimum pay scales or step increases implemented after such notification will not be implemented.

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5. Salary Schedule Adjustments:

- 5.1 The Salary Schedule may be adjusted at the County’s discretion.
- 5.2 Base Wage salary schedule adjustments may be made to the Salary Schedule upon approval of the County Board of Supervisors as recommended by the Buffalo County Human Resources and Buffalo County Finance Committee by resolution under Policy 105 of the Employee Handbook.

6. Step Increases:

6.1 Current Employees

- 6.1.2 Eligible step increases may occur effective each calendar year commencing on January 1, 2016, and for subsequent years, as designated by the Human Resources Committee, which may specify the implementation date on or around January 1st, or be inclusive of a full payroll period, as well as a partial implementation with a mid-year wage adjustment.

~~January 1st of each subsequent year, or the full pay period date following.~~

- 6.1.3 Employees must have a satisfactory performance evaluation and achieve accountabilities attributed to their position as identified by the Department Manager or designee in order to qualify for any step increase. Department Managers must approve the step increase.
- 6.1.4 Department Managers shall file the original approved performance evaluation with the County Administration Office on December 1st of each year prior to any employee receiving a step increase.
- 6.1.5 Occasionally employees in a classification may exceed upon initial placement when this system was implemented or reach the maximum rate of pay in their current pay grade. This employee’s rate of pay will remain constant until the maximum rate of pay in the classification is raised above the employee’s current wage rate and the employee has met the criteria to merit a step increase. Otherwise, the employee is considered “frozen” and no step or other increase will occur.

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6.2 New Employees

6.2.1 New employees hired in the last quarter of the calendar year will not be eligible for a step increase. If new hires in the last quarter of the calendar year, are below the revised pay scale Step 1 or minimum, they may be eligible for pay rate adjustment, as per 4.1.1 above. ~~until after four (4) months of employment.~~

~~6.2.2—New employees must have a satisfactory performance evaluation and achieve accountabilities attributed to their position as identified by the Department Manager in order to qualify for any step increase.~~

~~6.2.3—Department Managers must identify funding sources in the budget to cover recommended step increase for new employees.~~

~~6.2.4—Department Managers shall file the original approved performance evaluation with the County Administration Office prior to any employee receiving a recommended step increase.—~~

7. Demotion:

7.1 Demotion is the movement of an employee from one pay grade to a lower pay grade resulting from disciplinary measures, as a request for a voluntary demotion, or in response to position/department change(s).

7.2 Salary Schedule placements for demotions shall be as follows:

7.2.1 For demotions that occur because of position changes and/or position consolidations (not based on the performance of an employee), the salary shall be “red circled” and frozen at that level until the salary range of the new pay grade catches up to the employee’s salary.

7.2.2 For demotions that occur because the employee voluntarily applied for and accepted a position in a lower pay grade, the salary will be reduced to within the new pay grade applicable to the placement as a step to be determined by the Buffalo County Human Resources Committee as recommended by the County Administrative Coordinator or Department Manager.

7.2.3 For demotions that result because of the employee’s performance or discipline, the employee’s salary will be decreased to within the salary range of the new pay grade and step as determined by the Buffalo County Human Resources Committee as recommended by the County Administrative Coordinator or Department Manager.

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8. Appeal Process:

- 8.1 Employees in positions included within the Buffalo County Job Classification/Pay Grade system may appeal their initial grade and step placement to the Buffalo County Human Resource Committee within fifteen (15) days of placement. This includes employees who have been placed in a new classification.
- 8.2 If changes occur in an employee's position which may impact the placement on the pay grade, the employee's Department Manager may request a review by the Buffalo County Human Resource Committee. An employee may not initiate a position review, only a Department Manager may do so.
- 8.3 If changes occur in an employee's position which places them in a different classification,
- 8.4 Any employee who disagrees with their direct supervisor or Department Manager's employee evaluation because it results in no step increase may file a request for review to the Buffalo County Human Resource Committee within fifteen (15) days of receiving a written copy of the employee evaluation form.
- 8.5 The Buffalo County Human Resource Committee will review the request and make a determination on each appeal if possible within six (6) weeks of the appeal being filed. The Buffalo County Human Resource Committee's decision shall be final.

9. Exception to Policy:

- 9.1 Performance Evaluations are not required for positions identified as Part-Time (non-benefits eligible or seasonal) on the wage scale. The ONE Wage Rate designated on the Wage Scale will apply.

~~Highway Seasonal Patrolman, Highway Seasonal Mowing and Part-time Employees identified under the Service Maintenance Job Classification shall have a two (2) step range according to the Buffalo County Job Classification/Pay Grade for Non-Represented Employees.~~

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APPEALS PROCESS FOR SALARY SCALE PLACEMENT OR CLASSIFICATION

Name of Employee: _____

Department: _____

Department Manager (if applicable): _____

Please state reason(s) why you believe you have not been placed correctly on the salary schedule. Please state whether this disagreement relates to the grade or step placement. (You may attach additional pages.)

Please state what action you are requesting:

Department Manager's Comments (if applicable):

Please attach copy of current job description.

Employee's Signature

Date

Department Manager's Signature

Date

County Administrative Coordinator's Comments: _____

Date Received by Administration Office: _____

Date Reviewed by Human Resources Committee: _____

Action Taken: _____

Date Decision Returned to Employee: _____

Date Notification to Department Manager: _____

Date Notification to Personnel Advisor: _____