

SECTION IX - COMPENSATION

- A. Equability: Compensation for county employees shall be equitable and competitive with the market place in as much as possible. The assignment of employees to positions and pay rates shall be consistent with Millard County's formal Pay Plan. A copy of the Pay Plan is incorporated herein by reference. Whenever the Pay Plan is amended and adopted by the Board of County Commissioners, said amended and adopted Pay Plan shall be deemed the latest copy to be incorporated herein by reference.
- B. General Wage/Salary Adjustments: It is the intent of the county to consider prevailing practices related to cost of living and market trends in establishing wages and salaries. On all occasions the amount of the salary change will ultimately be based upon the anticipated affect(s) upon the county budget. Final determination and any changes to the Pay Plan will be made by the Board of County Commissioners. Where general, across-the-board raises are awarded, the raise will be effective on a date determined and approved by the Board of County Commissioners. Any employee who qualifies for an increase in compensation must first have a favorable evaluation and recommendation from his/her department head/elected official.
1. Pay Plan Adjustments: Adjustments to the Pay Plan shall be determined, based on budget reviews, through analysis of market trends. The county may utilize either market survey results or cost-of-living index data, or a combination of both. Regular full-time employees, part-time employees and exempt employees shall receive the benefits of such general adjustments to the Pay Plan.
 2. Total Compensation: In determining the total compensation value of the position, benefits must be considered. Base salary plus cost of benefits equals total compensation. In comparing benefit packages provided in the labor market, the county may evaluate both level and cost of benefits or other factors as deemed appropriate.
 3. Promotion: Employees are eligible for a promotion after two years of service from the date of hire in the current department or office. Any employee who qualifies for a promotion to a higher grade within the same department will receive an increase in salary as reflected by the step and grade schedule with such equitable adjustments as may be determined by the Board of County Commissioners.
 4. Consideration for Step Increases: Employees will be eligible for step increases as outlined by the step and grade schedule upon a favorable recommendation from their department head/elected official. Employees who become eligible for an increase, but are on some form of disciplinary action, will not be considered for an increase until the action is satisfied.
 5. Effective Date for Step Increase: The effective date for step increases shall be the first day of the pay period following the employee's anniversary date, as defined hereafter, upon approval by the elected official with responsibility for that office or department. Retroactive adjustments will not be considered. The anniversary date for considering future increase eligibility is defined by the later of the following:
 - a. an employee's hire date;
 - b. the date of successful completion of an employee's most recent disciplinary action; or
 - c. the date of an employee's most recent promotion.

- C. Initial Hiring/Appointment: All individuals initially hired or appointed shall be assigned to the starting rate of the pay grade to which the position is classified. Exceptions may be allowed if an applicant cannot be recruited for the position at the beginning rate. Provided, any individual initially hired or appointed may not start at a step that exceeds one (1) year above the starting step on the Step and Grade scale.
- D. Overtime: Overtime is unavoidable at different times of the year. However, every effort should be made to keep the accumulation of overtime hours to a minimum. Any time worked in excess of forty (40) hours in any one work week by a Fair Labor Standards Act ("FLSA") covered employee, for which the supervisor has approved, is aware, or has "suffered" to be worked, shall qualify as overtime. Law enforcement and correction personnel will be deemed to have worked overtime when the time worked in a designated consecutive 14 day period exceeds 86 hours as allowed by the FLSA 207k exemption. For the purpose of calculating overtime under the FLSA, the work week shall begin at 12:00 a.m. on Friday and end at 11:59 p.m. on Thursday. The following rules apply to the accumulation and compensation of overtime.
1. Persons engaged in administrative, professional, executive (as defined by the FLSA would include any supervisor, manager, or department head spending at least 80% of his/her time performing administrative functions), volunteer work, or as members of boards and commissions are not eligible for overtime except where specifically granted or established by policy.
 2. Overtime shall be paid and/or all comp-time accrue at the rate of time-and-one-half (1 & 1/2) the regular rate of pay. All authorized monetary payments for overtime shall be issued on the regularly scheduled pay day for the work period in which it was earned.
 3. Records of overtime hours worked shall be maintained by the department head/elected official, county auditor, or designee for all employees and shall be retained for a three (3) year period.
 4. When call-out occurs, as in the case of emergencies, the county shall pay a minimum of one (1) hour when called out to work other than their regular work schedule.
 5. All time spent in training, in conferences, at workshops, meetings, etc., when such attendance is required by the county, shall constitute hours worked and shall be used to calculate overtime eligibility under the FLSA.
 6. Only hours actually worked in any one work week (14 day period for law enforcement and corrections employees) will be used in determining overtime. Vacation, sick leave, holidays, and other similar leaves will not be considered hours worked for calculating overtime.
 7. An employee who has accrued compensatory time shall, upon termination of employment, be paid for all unused compensatory time at a rate equal to the highest hourly rate of pay earned by the employee during the year in which such termination occurs.
 8. Time away from work for reasons other than what would qualify as sick leave must be taken off any compensatory balance greater than 40 hours prior to the utilization of vacation time.
 9. The maximum amount of compensatory time which may be carried over from one year to the succeeding year is forty (40) hours. Compensatory balances for every employee must be reduced to meet this limitation by the end of the pay period which includes January 31 of each year. This may only be accomplished by taking the accrued hours as time off.

- E. Termination Pay: When employees terminate, they shall be required to return all equipment and to clear all financial obligations involving their employment with the county prior to receiving their final paycheck. Any such obligation not cleared shall be itemized and deducted from their final paycheck. Receipts shall be issued for all payments made in satisfaction of the obligation. Final paychecks, including compensation for all uncompensated hours worked, unused vacation, and overtime will be issued on the next regularly scheduled pay period following termination. In the event of the death of an employee, final payment shall be made to the employee's beneficiary.
- F. Pay Advancement: The county will not make pay advances to employees.
- G. Severance Pay: When it becomes necessary to separate an employee from employment, and it is in the best interest of both the employee and the county to expedite such action; that employee may be issued severance pay not to exceed two (2) weeks, in lieu of two weeks notice, subject to the approval of the county commission.
- H. Payroll Deductions/Withholdings: Payroll deductions other than FICA, state and federal income tax withholdings, and garnishments (Defined in Section XVI), can only be made with the approval of the county commission and the county auditor on a program basis.
- I. Pay Day: Millard County employees will be paid on the second Friday following the pay period ending date. Pay checks will be deposited directly to a banking institution of the employee's choice, provided such institution participates in the automated clearing house system. If a pay day falls on a holiday, employees will be paid on the succeeding workday.