

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

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JULY 14, 2022 | 6:00 PM | TC COURTHOUSE

Agenda

1. Open Meeting
2. Review Minutes from November 18, 2021
3. Discussion Items
 - A. Implementation of Pay Scale
 - B. Inclement Weather Policy
 - C. Other
4. Public Comments
5. Adjourn

PAY STRUCTURE: PAY GRADES AND PAY STEPS

1. Pay Structure

The Hartsville/Trousdale County Metropolitan Government Pay Structure is comprised of Pay Grades and Pay Steps (see Attachment II). Jobs are assigned to one of 15 Pay Grades. Each Pay Grade has been assigned 16 steps.

The Pay Structure is designed so that Step 8 for each Pay Grade approximates the Market Rates of jobs assigned to that Pay Grade.

There is a 11.65% progression from the steps of a pay grade to those of the next pay grade in the pay structure and the progression between steps is 2.50%. Assignment of Jobs

A Market Rate is determined for each job based on salary survey data. The County targets the 50th percentile of the market pay rates for each job. Salary survey data from two sources – other similar municipalities/counties and general businesses in the Hartsville/Trousdale area – are identified for each job. A job's Market Rate is determined by calculating the average of the 50th percentile municipal pay rate and the 50th percentile general business pay rate from the survey data for the job.

Each job is to be assigned to the Pay Grade for which Step 8 best matches the Market Rate for the job. Exceptions may be made if strategic business considerations dictate that certain jobs (not employees) should be classified differently than suggested by their Market Rate. Such exceptions must be approved by the Mayor (County Commission if the position is a direct report of the Mayor).

2. Adjustment of Pay Structure

The Pay Structure is subject to review periodically (typically every one to three years) by the Human Resources Coordinator and Mayor and will be adjusted, if necessary, to ensure that the County's pay practices remain competitive with changes in labor market conditions. As appropriate, this review will consist of:

- a) Gathering comparative salary data for benchmark jobs from published sources or direct contacts with competing employers,
- b) Comparing market salary data obtained for each benchmark job with the corresponding Hartsville/Trousdale County Metropolitan Government Pay Grade and Pay Steps, and
- c) If necessary, adjusting the County pay steps so that the Pay Grade Step 8 of each Pay Grade will more accurately approximate the Market Rates for jobs in each Pay Grade. Normally, this is accomplished by increasing the Pay Steps by some common percentage.

The Human Resources Coordinator will recommend the adjustment of the Pay Structure for approval by the Mayor and County Commission.

NEW HIRE RATES OF PAY

The Pay Grade Step 0 for a job classification is the normal hiring rate, except in those cases in which a job candidate has credentials and experience that exceed the minimum requirements for the job or unusual circumstances (such as inability to fill the position at the hiring rate) warrant employment of an individual at a higher pay rate for that classification. Such exceptions must be approved by the Human Resources Coordinator and the Mayor. Additionally, a department head desiring to employ an applicant to start at a pay rate above Step 0 for that position must submit a written justification to the Human Resources Coordinator for consideration and final approval by the Mayor.

The current pay rates, qualifications, and skill levels of existing job incumbents should be carefully considered before a new employee is hired above the Pay Grade Step 0.

PAY ADJUSTMENTS

1. Eligibility

All regular full-time and part-time employees employed before January 1st of the current calendar year, provided their performance evaluation is in the "acceptable" range or higher, are eligible for a possible pay increase effective July 1st each year.

2. Annual Increase Budget

- ***Annual Increases***

Each year, the Human Resources Coordinator and Mayor will calculate the recommended Salary Increase Budget based on all employees' pay increasing to the next step in their current Salary Grade (a 2.50% increase) to present to the County Commission. Annual increases reward employees for continued service and reflect employees' increasing job knowledge and skill levels. Employees with unsatisfactory job performance will not receive a step increase (*see Performance Evaluations below*).

- ***Structure Adjustment***

If deemed appropriate by the County Commission as described in E.3. above, the Pay Increase Budget may also include an amount required by a structure adjustment (normally this would be the amount needed to move employee pay rates to the "new" Pay Grade Steps for their jobs, if needed, and, if appropriate, an additional amount to mitigate any resulting pay compression).

- ***"Top Out" Lump Sum***

Employees' pay rates are not to exceed the maximum for their job. Once an employee reaches Step 16, any additional increases, other than pay structure adjustments, would be paid in the form of a lump sum "bonus."

3. Performance Evaluations

All employees eligible for an increase each July 1 must have received a written performance evaluation. Performance evaluations are completed at the end of each calendar year and are to be submitted to the Human Resources Coordinator by March 15. This annual evaluation is to be completed by the supervisor using prescribed forms and is

to be discussed with the employee after approval. (Note: New hires are to receive a performance evaluation after completion of their probationary period. For recent new hires, if less than three months have elapsed since a probationary review was completed, completion of a new annual performance evaluation at the end of the calendar year is optional.) Human Resource will also contribute a score dependent on the employee's attendance data. Employees receiving an overall "Marginal" or "Unacceptable" rating are not eligible to receive an increase July 1st. Such employees will be reevaluated after 60 days but will not be eligible for an increase until the *next* July 1st, provided their performance has improved to "Acceptable."

4. Pay Increase Recommendation

All eligible employees who receive an "Acceptable" rating or better will be recommended to receive a salary increase based on the approved Salary Increase Budget, to be effective July 1 each year.

5. Pay Increases – Employees on Leave of Absence

Employees on approved medical or personal leave of absence on July 1st will receive the approved salary increase, provided their performance evaluation was in the "Acceptable" range or higher. For employees on approved medical or personal leave of absence for whom a performance evaluation was not completed at the end of the calendar year, completion of the performance evaluation and eligibility for salary increase will be postponed until their return to active employment.

PROMOTIONAL INCREASES

1. Definition of Promotion

Placement of an individual in a job which is in a Pay Grade that is higher than the individual's current Pay Grade will be considered a promotion. (Temporary job reassignments of less than six months will not normally be considered a promotion.) All promotions must be approved by the Human Resources Coordinator and the Mayor.

2. Increase Amount

At the time of the promotion, the individual's salary is to be adjusted to reflect the increased demands and responsibility of the new position. Normally, the employee's pay will be adjusted to the Pay Step that represents a 5% to 8% increase (or more if needed to move the employee's salary to the new job Pay Grade Step 1). Salaries of other incumbents (if any) already in the new position and the promoted individual's credentials will be considered in determining the amount.

TEMPORARY REASSIGNMENT

Adjustments to pay rates of employees assigned temporarily (for less than six consecutive months) to perform work of higher-level jobs will be made at the discretion of management.

LATERAL JOB REASSIGNMENTS

Reassignment from one job to another in the same Pay Grade will be considered a lateral move. No immediate adjustment to pay will be made. Lateral moves that serve to broaden employees' skills and knowledge and improve County efficiency and results will be encouraged.

DEMOTIONS OR REASSIGNMENT TO LOWER PAY GRADE

Demotions occur when an employee is returned or transferred to a position in a lower Pay Grade. Additionally, employees may voluntarily ask to move to a job in a lower Pay Grade, perhaps through the job posting/bidding process. Whether or not a reduction in pay should occur in these situations depends on consideration of the following:

1. Where will the employee's pay rate fall in the new (lower) Pay Grade's Step schedule? Normally, the employee's pay rate will be reduced to be consistent with rates of pay of other incumbents in the new job who possess similar skills and tenure. (This consideration is usually more important than #2, 3, or 4 below.) Pay adjustments must be approved by the Human Resources Coordinator and Mayor.
2. How long has the employee been in the former job or employed by the County overall?
3. Was the reassignment related to the employee's performance?
4. Was the reassignment related to a reduction in force or organizational change? Though a reduction in pay may still be appropriate to maintain internal equity even if the change is outside the control of the employee, such circumstances may be considered.

RECLASSIFICATION OF POSITION

A job may be reclassified if warranted by significant changes in job responsibilities. To request a reclassification, department heads must submit a revised job description to the Human Resources Coordinator. The Market Rate of the job will be determined based on comparison of the job to available salary survey data. The job will be reassigned to a different Pay Grade if indicated by the new Market Rate for the job. Reclassification of a job to a higher Pay Grade normally would be treated as a promotion which must be approved by the Human Resources Coordinator and Mayor. Section K above would apply to reclassification of a job to a lower Pay Grade.

EQUITY ADJUSTMENTS

Adjustments to correct pay inconsistencies or inequitable situations related to pay may occasionally be necessary. Department heads may recommend equity adjustments of up to 8% of salary and must submit a written justification for the pay adjustment. All such adjustments must be approved by the Human Resources Coordinator and Mayor and must be submitted with the annual budget for approval by the County Commission.

STEPS

Grade	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Maximum
15	40.75	41.77	42.82	43.89	44.98	46.11	47.26	48.44	49.65	50.90	52.17	53.47	54.81	56.18	57.58	59.02	56.13
14	36.50	37.41	38.35	39.31	40.29	41.30	42.33	43.39	44.47	45.58	46.72	47.89	49.09	50.32	51.58	52.86	50.27
13	32.69	33.51	34.35	35.21	36.09	36.99	37.91	38.86	39.83	40.83	41.85	42.90	43.97	45.07	46.19	47.35	45.03
12	29.28	30.01	30.76	31.53	32.32	33.13	33.96	34.81	35.68	36.57	37.48	38.42	39.38	40.36	41.37	42.41	40.33
11	26.23	26.88	27.55	28.24	28.95	29.67	30.41	31.17	31.95	32.75	33.57	34.41	35.27	36.15	37.06	37.98	36.12
10	23.49	24.08	24.68	25.30	25.93	26.58	27.24	27.92	28.62	29.34	30.07	30.82	31.59	32.38	33.19	34.02	32.35
9	21.04	21.56	22.10	22.66	23.22	23.80	24.40	25.01	25.63	26.27	26.93	27.60	28.29	29.00	29.73	30.47	28.98
8	18.84	19.31	19.80	20.29	20.80	21.32	21.85	22.40	22.96	23.53	24.12	24.72	25.34	25.98	26.62	27.29	25.95
7	16.88	17.30	17.73	18.17	18.63	19.09	19.57	20.06	20.56	21.08	21.60	22.14	22.70	23.27	23.85	24.44	23.25
6	15.12	15.49	15.88	16.28	16.69	17.10	17.53	17.97	18.42	18.88	19.35	19.83	20.33	20.84	21.36	21.89	20.82
5	13.54	13.88	14.22	14.58	14.94	15.32	15.70	16.09	16.50	16.91	17.33	17.76	18.21	18.66	19.13	19.61	18.65
4	12.13	12.43	12.74	13.06	13.38	13.72	14.06	14.41	14.77	15.14	15.52	15.91	16.31	16.72	17.13	17.56	16.70
3	10.86	11.13	11.41	11.70	11.99	12.29	12.60	12.91	13.23	13.56	13.90	14.25	14.61	14.97	15.35	15.73	14.96
2	9.73	9.97	10.22	10.48	10.74	11.01	11.28	11.56	11.85	12.15	12.45	12.76	13.08	13.41	13.74	14.09	13.40
1	8.71	8.93	9.15	9.38	9.62	9.86	10.10	10.36	10.62	10.88	11.15	11.43	11.72	12.01	12.31	12.62	12.00

DEPARTMENTS	Minimum Grade
ADMINISTRATION	
MAYOR	
CCFO / BUDGET DIRECTOR / EXEC ADM ASST	10
HUMAN RESOURCES	7
PAYROLL / ACCT PAY	7
CLERICAL	5
COUNTY CLERK	
DEPUTY	5
TRUSTEE	
DEPUTY	6
REGISTER OF DEEDS	
DEPUTY	5
TAX ASSESSOR	
DEPUTY	6
PLANNING AND ZONING	
ADMIN. ASST.	6
VETERAN SERVICES	
DIRECTOR	6
ELECTION	
DEPUTY	5
LIBRARY	
DIRECTOR	7
CIRCULATION	4
OUTREACH	5
ANIMAL SHELTER	
DIRECTOR	5
ASSISTANT	3

DEPARTMENTS	Minimum Grade
SENIOR CENTER	
SENIOR CENTER	
DIRECTOR	8
SR CTR ASSISTANT	5
LITTER GRANT	
ADMINISTRATOR	5
ASSISTANT	5
GUARD	6
COURTS	
CIRCUIT COURT CLERK	
BOOKKEEPER	6
CLERICAL	5
CLERK AND MASTER	
DEPUTY	5
JUVENILE SERVICES	
CLERK	7

DEPARTMENTS	Minimum Grade
EMA/EMS	
EMA	
DIRECTOR	13
ASST CHIEF	9
AMBULANCE	
BILLING CLERK	6
DRIVER	4
EMT	4
AEMT	5
PARAMEDIC	6
PUBLIC WORKS: PARKS, SANITATION, RECYCLING	
PUBLIC WORKS	
DIRECTOR	12
ADMIN ASST	6
GROUNDSKEEPER	5
LABORER	4
PARK SECURITY	4
MAINTENANCE	
MAINTENANCE	6
CONVENIENCE CENTER	
DIRECTOR	12
DRIVER	6
ATTENDANT	3
LABORER	3
SANITATION - US	
DIRECTOR	12
DRIVER	6
LABORER	4
RECYCLING	
GUARD	7

DEPARTMENTS	Minimum Grade
SHERIFF	
SHERIFF	
SRO	9
PATROL	7
CLERK	6
DISPATCHER	6
SHERIFF - US	
PATROL	7
SHERIFF DRUG	
COUNTY DRUG ENFORCER	9
JAIL	
ADMINISTRATOR	10
COOK	7
COOK / GUARD	7
GUARD	6
WORKHOUSE	
GUARD	6
COURTROOM SECURITY	
SERGEANT	9
GUARD	6

1. It is Hartsville/Trousdale County's policy to continue operations despite weather conditions unless an emergency threatens to make employee transportation to or from work impossible or dangerous. Employees are expected to show up for work regularly and on time except when transportation is impossible.
2. The Mayor and/or Constitutional Officers will determine whether the Hartsville/Trousdale County Government's offices are closed due to inclement weather, and if the Mayor or constitutional officer chooses to close, full time employees should be granted administrative leave by their department head/constitutional officer.
3. In case of severe weather, employees must look out for their own safety. However, this doesn't mean a free day off. Unless management has closed the County facility, employees are expected to come to work; otherwise, the employee will be charged vacation time.
4. If the County facility opens and is forced to close early because of the weather, all employees who reported to work will be paid for time worked. Full time employees who reported to work will be paid for the time worked, and the remainder of their scheduled shift will be paid administrative leave. Employees who made no effort to come in will not be paid. If the facility is closed prior to the start of the shift, employees will not be paid if they report to work. All employees are urged to make every possible effort to get to work if the facility remains open.
5. If the facility remains open and employees do not come to work, they may use a vacation day instead of losing pay. ~~Employees who report to work and are later sent home because of weather problems will be paid for the hours worked.~~
6. No wage/salary decisions will transgress the requirements of federal and state regulations. When weather conditions make it hazardous for employees to report for work, they should:
 - i. call the department head or designated contact; or
 - ii. listen to local radio and television stations for closure announcements.
7. The following payroll guidelines have been established for hourly employees reporting to work when the County opening is delayed due to bad weather conditions:
 - i. Employees who do not report to work will not be paid for the day. With supervisory approval, they may take the day as a vacation day.
 - ii. Overtime pay will apply to only those employees who have worked over 40 hours that week (unless state regulations dictate otherwise).¹

¹ Wilson County Employee Handbook, page 23. Alternate inclement weather policy language to the previous paragraph. The Personnel Committee chose the second option's language.