

# **WINNEBAGO COUNTY EMPLOYEE COMPENSATION PLAN**

*Approved July 19, 2016 with proposed amendment December 2017*

## **Section 1 Purpose and Scope**

(a) This Compensation Plan is designed to provide for reasonable wages and salaries that are sufficient to attract and retain competent employees as needed to perform services for the residents of the County.

(b) This Compensation Plan applies to all Full-Time Regular and Part-Time Regular employees of Winnebago County except for elected officials, contracted employees, and those whose compensation is subject to collective bargaining as a public safety employee. It does not apply to temporary, project, casual, seasonal, or client/restitution employees.

## **Section 2 Establishment of Compensation Schedule**

(a) The compensation schedule attached to this Plan as Appendix A is adopted, including the pay grades, recommended position titles, placement of covered positions in grades, and the minimum, control point, and other range points for each grade.

(b) An appeal period will be established within a period of 90 days following adoption of this Plan during which appeals challenging position titles or placement of positions in pay grades may be filed. Such appeals may be filed by either an employee in the affected position or by the department head for the position, and not by any other person. Appeals may be filed by completing the form attached as Appendix B to this Plan and submitting the completed form to the Human Resources Department.

(c) McGrath Consulting Group will make a decision with regard to each appeal that is filed, and will reflect its decisions in an amended compensation schedule, which will be submitted to the Personnel & Finance Committee. Upon receiving the amended compensation schedule, the Personnel & Finance Committee may accept it or may take other action as the Committee sees fit.

## **Section 3 Impact on Pay for Existing Employees**

(a) No employee's pay will be changed directly as a result of adoption of this Compensation Plan except as authorized in this Section or through the operation of the Winnebago County Merit Pay Plan.

(b) Any employee whose current pay is above the maximum pay for the employee's position as shown in Appendix A will not receive a reduction in pay, and the employee will continue to be eligible for merit pay in the form of a bonus pursuant to the provisions of the Winnebago County Merit Pay Plan.

(c) Any employee whose pay is below the minimum pay for the employee’s position as of December 31, 2016 will receive a pay increase as of January 1, 2017 in the amount of one-third of the difference between the employee’s pay and the minimum pay for the employee’s position. Any such employee will receive an additional increase on January 1, 2018 in the amount of half the remaining difference between the employee’s pay and the minimum pay for the position, and a final increase on January 1, 2019 for the remaining amount of the difference. All such pay increases shall be in addition to any merit pay increases earned by the employee, and any merit pay increases earned after 2016 will not affect the calculation of the difference between the employee’s pay and the minimum pay for the employee’s position.

**Section 4 Changes to Merit Pay Plan**

(a) Section 5 (a) of the Winnebago County Merit Pay Plan is amended as follows:

**Section 5 Allocation of Merit Pool**

(a) Each year each employee subject to the Plan will be assigned a number of shares in the merit pool for the year. The number of shares will depend on the total performance evaluation score and on where the employee’s current pay is within the pay range for the position. Shares will be determined by the following table, where the left-hand column indicates the total performance evaluation score, and the top row refers to ~~quarters of the applicable pay range~~ the four ranges of the applicable pay grade:

	<u>Q1Range</u>	<u>Q2Range</u>	<u>Q3Range</u>	<u>Q4Range</u>
	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
25-28	7	6	5	4
18-24	6	5	4	3
11-17	5	4	3	2
0-10	0	0	0	0

**Section 5 New Positions**

(a) When a new position is established by the County, the Director of Human Resources will assign the position to a pay grade in the compensation schedule, using a point-factor evaluation system provided by McGrath Consulting Group, Inc. The Director of Human Resources may or may not request assistance from McGrath Consulting Group, Inc. in making this determination.

## **Section 6 Starting Pay for New Employees**

- (a) Newly hired employees should normally start at the minimum pay for the position as established by the compensation schedule.
- (b) In particular cases, when necessary to attract the best-qualified candidate for the position, the Director of Human Resources may authorize starting pay above the minimum, but not above the control point (Range B).
- (c) Starting pay above the control point (Range B) may be offered to a new employee only in extraordinary circumstances when specifically authorized by the County Executive.
- (d) Prior to January 1, 2019, if there are existing employees in the position whose pay is below the minimum, the Director of Human Resources may direct that starting pay be offered below the minimum in order to maintain internal equity. Any employee who starts below the minimum pay for the position will receive additional increases on January 1 of each year, similar to the increases authorized by Section 3(c) of this Plan, so as to bring the employee's pay above the minimum for the position no later than January 1, 2019.

## **Section 7 Reclassification Requests**

- (a) A request to reclassify an existing position to a higher or a lower grade in the compensation schedule may be made by a department head or by the Director of Human Resources. Request should be in writing, on a form developed by the Human Resources Department, and delivered to the Director of Human Resources by March 1 of each year.
- (b) Requests to reclassify a position should include a description of any substantial changes to the duties or responsibilities of the position as well as any other factors, such as internal equity within the County organization or external changes in the labor market, which are believed to support the request. Affected employees shall be notified of the reclassification request and provided an opportunity to provide input.
- (c) The Director of Human Resources will provide an analysis and recommendation for each reclassification request, and may request a recommendation from a compensation consultant. Before May 31 of each year these recommendations will be presented to the Personnel & Finance Committee, which may approve or deny the requested reclassification.