

4.2 UNIFORM PAY PLAN

Except as otherwise provided by County Council, Spartanburg County will work towards the establishment of a uniform pay plan to consist of (1) the official classification; (2) the official pay schedule; and (3) the policies and procedures governing the administration of the pay plan. The rates of pay for each class of positions which are prescribed in this plan may be changed only by official action of the County Council.

County Council will authorize the periodic study of all assigned pay grades for the purpose of maintaining a competitive plan. An employee will not be paid in excess of the pay range for a class unless such payment is otherwise authorized. All employees are paid in accordance with the rate shown on the official pay schedule. Minimum wage is established by the Department of Labor and shall be paid at the current rate to all employees. All employees are to be notified in writing within seven days prior to any pay rate change within an authorized pay range for a class.

a. New Employees

Generally a new employee is paid the minimum rate of pay for his/her class, i.e. the rate paid for a new employee meeting the minimum qualifications. Exceptions are granted upon the prior approval of the County Administrator in the following cases:

- (i) If it becomes necessary to hire a new employee of lesser qualifications, he/she should be started at least 5% below the minimum rate of the class. However, in no case shall the starting salary be less than the established federal minimum wage.
- (ii) If a new employee more than meets the minimum qualifications, he/she may be hired up to the midpoint of the pay grade with approval of the County Administrator. County Council must approve any starting salary above the midpoint of the pay grade.

b. Pay for Performance

Annual pay for performance salary increases may be provided subject to appropriation by County Council and will be based on the midpoint of the pay grade.

c. Promotional Increases

Increases in an employee's pay may occur due to promotion to a position with a higher salary. However, promotion may not always immediately result in a pay increase. When an employee is promoted to a position in a higher class, the salary will increase 5% of the midpoint of the new grade or to the minimum salary of the new grade, whichever is higher. For positions that are difficult to fill, the promotional increase can be up to the midpoint of the new grade. The County Administrator must give approval for promotional increases above 5% up to the midpoint of the new pay grade. Promotion dates can occur at the beginning or the middle of a pay period as long as it is the first working day of the week.

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If an employee is transferred in a class having a higher salary range than the class from which he/she was transferred, such change is deemed a promotion and the provisions governing promotions will apply.

When an employee is transferred to a position in a class with a lower salary range, the provisions concerning demotions will apply.

d. Cost of Living Increases

Cost of living increases may be approved by Council from time to time. Cost of living increases are applied uniformly and application of such increases does not affect the pay grade.

e. Demotion

At times it may be necessary for the County to demote an employee or otherwise change an employee's compensation. These types of situations include:

- (i) **Reduction in Grade/Salary:** In certain situations, a Department Head may request (1) the reduction (within the range provided in the pay plan) in salary of an employee; (2) reclassification of the position; or (3) demotion of an employee to a lower grade. In this case, a written statement of the reasons for any such action will be furnished to the affected employee by his/her Department Head and a copy filed with the Director of Human Resources at least seven days prior to the effective date of the action. However, it should be understood that demotion as a process and procedure also can provide a means for properly aligning an employee's salary with his/her job capabilities and may not be a method of discipline.
- (ii) **Adjusted Rate of Pay:** When an employee is demoted to a lower class position he/she will be paid at a rate which is within the approved range for the lower class position. The rate of pay is set by the Director of Human Resources. Voluntary transfer to a position in a lower grade will be considered the same as a demotion. Such salary shall decrease at least 5% of the midpoint of the current grade. Further reduction within the pay grade may be considered based on salaries and tenure in similar positions and/or grades.

f. Other Increases/Adjustments

Increases in an employee's pay may occur as a result of a comparability study. The study may show that a position is underpaid compared to the comparable positions. The County

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Council may increase the pay of the position in question in order to retain or attract qualified people to low-paid positions. Budgetary limitations and County objectives and priorities are other factors that must be considered in granting such increases.

Employees may get a longevity increase of 2.5% of the midpoint of the pay grade added to their current salary if they:

- (i) have remained in the same position from the date of hire
- (ii) have been employed for 18 months
- (iii) have performed satisfactorily during their introductory period and the annual performance review

Shift Differential: Due to high turnover and hard-to-fill positions, employees hired specifically to work on 2nd or 3rd shifts have been authorized by the County Administrator to receive a 5% shift differential. If the employee hired for one of these positions transfers to 1st shift, the 5% shift differential will no longer be paid. (Exclusions: Due to the demands of the fluctuating work schedules, the Law Enforcement Officers, Detention Officers and Communications shift personnel are excluded from shift differential pay.)

g. Part-Time Employment

When employment is on a part-time basis, the employee will be paid at the standard hourly rate established for his/her class of position.

h. Unclassified Positions

Pay increases for employees in unclassified positions will be determined by County Council. The list of unclassified positions is maintained by the Director of Human Resources.

i. Employees with State Set Salaries

Pay adjustments for the following positions are set by state law and will not normally be subject for review: Master-In-Equity, Magistrate, Chief Magistrate and Probate Judge.

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