

COUNTY PERSONNEL COMMITTEE MEETING
FEBRUARY 8, 1995, 2:00 PM

PRESENT: Lee Warren, Chairman
Tom Bacote, Commissioner
John Keefe, Commissioner

STAFF: Cliff Strassenburg, County Manager
Brenda Foreman, Sr. Staff Attorney
Pat Jones, Personnel Director
Rhonda Davis, Deputy Clerk

AGENDA ITEMS

1. Phasing out of Regional Personnel Office.

MOTION: Commissioner Keefe offered a motion to defer this item until the next meeting.

SECOND: Commissioner Warren

VOTE: UNANIMOUS

2. Progress Report on Proposed Pay Plan Option 1.

Pat Jones gave an overview of the Proposed Pay Plan Option 1 to the committee members. She noted this plan has been presented to county department heads and to county employees during nine different sessions. She advised five options were developed and the previous committee members advised management to develop Option 1 in concept. She stated their goal was to disperse salaries across the range.

Commissioner Keefe asked why department heads are not given position classifications as other positions are.

Ms. Jones stated the previous County Manager took department heads out of the classification plan in order to increase salary comparability to other department head positions within the state. Part of the new pay plan may be to put department heads in a certain salary range.

Commissioner Keefe expressed his desire to see department heads positions in a salary range. He feels this will help keep their salaries in line.

Ms. Jones explained that under the current pay plan, an employee cannot move through the steps unless they receive a merit increase. She noted no merits have been included in the budget since 1989. The features of the Proposed Pay Plan Option 1 are as follows:

1. Establishment of hiring rates for new employees.
2. Identifying special entry rates for hard to fill positions.
3. Salary adjustments within the range for employees based on time and service.
4. Periodic salary adjustment of salary ranges based on labor market data.
5. Salary ranges with no steps.

Ms. Jones then explained the current longevity system. She advised under the Proposed Pay Plan Option 1, the following salary increases will be given according to years of service:

6 months to 2 years	- 2%
3 to 5 years	- 3.4%
6 to 10 years	- 4.2%
11 to 15 years	- 4.8%
16 to 20 years	- 5%

Mr. Strassenburg advised the county has been averaging a 3 to 4% cost of living increase each year, plus longevity bonuses. He believes in the long run we can transition with this plan. We will reach a point in about five years where we can go to a plan which will allow for automatic increases to the mid-point and then moving up after that point must be earned with a merit. We must come up with a performance plan that is equitable. He will propose everyone including department heads are in the system.

Ms. Jones noted they will need to evaluate salary ranges from market data periodically. We will need to determine if this needs to be done every two, three or four years.

Commissioner Keefe stated he feels when a comparison of pay ranges are made, our economic aspect along with other factors should be considered. We need to have a leveling off.

Ms. Jones noted she has met with the Sheriff and others in the Sheriff's Department and presented the Proposed Pay Plan Option 1. The Sheriff identified with the hiring range. She then presented a handout showing the salary totals using a particular salary and adding increases using the current plan versus the Proposed Pay Plan Option 1. She then presented the results of the feedback received from the presentations of the Proposed Pay Plan to employees. She noted 678 employees participated in the sessions. Seventy-two percent responded to the questionnaire.

Commissioner Keefe expressed his concern over reclassification of positions.

Mr. Strassenburg explained that when the duties of a position change, the classification changes. If a position is evaluated, and it is determined that the position has not changed, no reclassification is requested.

Commissioner Keefe stated he felt the Proposed Plan is a good proposal.

Ms. Jones noted a question was raised as a result of the sessions concerning whether or not permanent part-time employees will be included in this new plan. She noted she will present solutions to the questions raised by the employees at the next meeting.

Chairman Warren asked that copies of the feedback results be given to the committee members for review before the next meeting.

Personnel Committee
February 8, 1995
Page 3

Commissioner Keefe stated again, that he felt department heads should be included in the salary ranges and that the pay increases should be higher for the employees with fewer years of service in order to encourage them to stay with the county.

Commissioner Bacote noted the board had asked that department heads be evaluated and would still like to see this done.

Meeting adjourned at 3:30 PM.