

## **SECTION 203: CLASSIFICATION AND COMPENSATION**

**203.1 POLICY:** It is the policy of Black Hawk County to maintain a system for the classification and compensation of its employees that is based upon the principle of equal pay for equal work and that allows the County to recruit and retain competent personnel.

**203.2 SCOPE:** This policy applies to all Black Hawk County employees except for department heads and elected officials and their appointed deputies. Whenever the provisions of this policy are in conflict with federal or state laws or regulations, or with a current collective bargaining agreement between the County and a certified bargaining unit, the provisions of the collective bargaining agreement and/or the laws or regulations shall prevail.

**203.3 CLASSIFICATION PLAN:** The Classification Plan is the grouping of like positions into appropriate classes that are substantially similar with respect to duties and responsibilities. Each class in the classification plan shall be designated by a descriptive title and defined by a job description.

A. **JOB DESCRIPTION:** Job descriptions are written delineations of the major features of each class included in the classification plan. Job descriptions shall include a job title, the essential duties and responsibilities, and the qualification requirements in terms of knowledge, abilities, and skills needed for competent performance in a position allocated to the class. Special requirements, such as licensing or certification, shall be included when appropriate.

B. **PURPOSE OF THE CLASSIFICATION PLAN:** The Classification Plan is an administrative tool that provides a system of standardized titles and common job language critical to the effective administration of personnel activities. It aids in:

1. Establishing job performance standards.
2. Establishing fair and equitable pay.
3. Developing training programs.
4. Developing a valid recruitment and selection program.
5. Determining the comparable worth of job classifications.

C. **DEVELOPMENT AND ADMINISTRATION:** The Human Resources Department shall have the responsibility for the development and administration of the Classification Plan. In developing and maintaining the Classification Plan, the Human Resources Department shall consult department heads, key staff, employees, and other technical resources as deemed appropriate.

The Human Resources Department shall analyze and evaluate the duties, responsibilities, and qualifications required of each position in the classified

service and then allocate each position to the appropriate class following the procedure outlined in *The Class Evaluation Manual and Pay Plan for Black Hawk County*.

**D. MAINTENANCE OF THE CLASSIFICATION PLAN:** The Human Resources Department shall periodically review the entire classification plan or any part thereof at his/her own initiative or at the request of a department head, employee, or other interested party. The purpose of each review shall be to:

1. Ascertain whether the plan accurately reflects existing conditions.
2. Determine the accuracy of job descriptions.
3. Ensure that positions are properly classified.

**E. JOB CLASSIFICATION CHANGES:** Changes in job classification will be approved typically during the budget review process prior to the beginning of the fiscal year. Changes of this nature must be approved by the Board of Supervisors upon recommendation of the Human Resources Department following a possible classification review, and will become effective at the beginning of the next fiscal year. Exceptions to this rule will normally be limited to one (1) of the following:

1. Situations where the change requested provides greater efficiency of operation and results in a net reduction in the number of positions in the department or in a lower classification for the position.
2. Situations where a change in key personnel has resulted in a vacant position(s) and a reorganization of the department results in a reduction of the department's annual personnel budget. In such situations, the Department Head must first submit a letter to the Board of Supervisors:
  - a. Outlining the reason for reorganization; and
  - b. Explaining why such action must be done other than through the annual budget process.

The Board of Supervisors shall then direct or decline to direct the Human Resources Department to perform the classification reviews.

3. Situations resulting from a change in external funding.
4. Situations where a Department Head has been directed by legislative, legal, or Board action to perform additional and substantially different duties, and there is not a proper classification within the department for the performance of said duties.

**F. NEW POSITIONS:** The Black Hawk County Board of Supervisors may

approve the creation of and appointment to new positions if one of the following conditions is met:

1. The new position results in the elimination of an existing position(s) and an immediate net reduction in salary and benefits.
2. The new position is specifically mandated by federal or state statute.
3. The new position is required because of a workload increase resulting from a directive from a legislative action or Board action that a department perform additional and substantially different duties.
4. The new position generates or produces revenue equal to or greater than the new employee's total expense (salary and all benefits) for the fiscal year. If the new position hired pursuant to this policy fails to generate or produce revenue equal to or greater than the new employee's total expense in the year of hire or in subsequent years, the position is subject to elimination by the Board after review and consideration.

**203.4 COMPENSATION PLAN:** Black Hawk County strives to offer employees competitive wages within the labor market. Compensation is determined by several factors, including, but not limited to: (1) responsibility of the job; (2) education, skill, and experience requirements; (3) working conditions; and (4) any applicable collective bargaining agreements.

It is the County's policy to comply with the salary basis requirements of the FLSA for exempt employees. Therefore, County supervisors or managers are prohibited from making any improper deductions from the salaries of exempt employees that violate the FLSA. If an employee believes that an improper deduction has been made to his/her salary, the employee should immediately report this information to their direct supervisor or to the Payroll Manager in the Auditor's Office. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed.

More specific information regarding an employee's pay grade, job classification, pay plan, and eligibility for overtime compensation, can be found in the applicable collective bargaining agreement or the benefits and policies for non-bargaining employees.

The County's payroll system is based on a two-week pay cycle. Paychecks are distributed every other Friday for the pay period ending the Saturday before. When a holiday falls on a Friday, paychecks normally are distributed the day before the holiday.