



Board of County Commissioners Agenda Request

8B
Agenda Item #

Requested Meeting Date: 12/23/2014

Title of Item: Non-union Compensation Guidelines Update

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA	<input checked="" type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Hold Public Hearing*

Submitted by: Bobbie Danielson	Department: Human Resources Dept.
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Presenter (Name and Title): Bobbie Danielson, HR Director and/or Nate Burkett, County Administrator	Estimated Time Needed: 10-15 minutes
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Summary of Issue:

This is an annual update to the Non-union Compensation Guidelines. All changes are shown on the red-lined version attached.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Motion to adopt the updated Non-union Compensation Guidelines as proposed, effective 1/1/2015.

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$

Is this budgeted? Yes No *Please Explain:*

Salaries and benefits are included in the 2015 budget.

Bobbie Danielson

Subject: FW: Draft Non-union Compensation Guidelines, Eff. 1/1/2015
Attachments: 0889_001.pdf

From: Bobbie Danielson
Sent: Thursday, December 11, 2014
To: All Non-union Employees Covered by the Non-union Compensation Guidelines
CC: Nate Burkett
Subject: Draft Non-union Compensation Guidelines, Eff. 1/1/2015

Hello,

Attached for your review, please find a draft copy of the Non-union Compensation Guidelines that are proposed to be effective on 1/1/2015.

The plan is for this to be presented to the Board on 12/23/2014. If you have any questions or concerns regarding any of the proposed changes, please let me or Nate know by 12/15/2014. We believe all of the questions raised during and following the non-union meeting have been addressed. If anything has been inadvertently overlooked, please let one of us know.

Also, if you haven't already heard, the Board authorized non-union employees to be absent from their duties with pay (without having to use any PTO or personal days) on Christmas Eve, December 24, 2014. Any non-union employee who is required to work on this day will be allowed to take the hours worked as paid time off on another day of their choosing, as approved by the department head.

Thanks,

Bobbie

Aitkin County

Non-union Compensation Guidelines

Effective January 1, 2015

Deleted: 2014

Deleted: through December 31, 2014



Adopted by the Aitkin County Board of Commissioners
December 23, 2014

Deleted: December 17, 2013

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These compensation guidelines, including fringe benefits, for non-union employees were approved by the Aitkin County Board of Commissioners, hereinafter referred to as the "Board", on December 23, 2014. The job classifications covered by these compensation guidelines are listed in Appendix B.

Deleted: December 17, 2013

PURPOSE

It is the intent and purpose of the parties hereto that these guidelines shall promote and ensure a spirit of confidence and cooperation between the Board and its employees, set forth the general policy of the Board on personnel and procedure, and establish uniform and equitable rates of pay and hours of work.

Race, creed, color, sex, disability, religious or political belief, sexual orientation, or other factors not pertinent to performance, shall not be considered in hiring, placement, promotion, salary determination or other terms of employment.

SALARY

Salaries will be based upon the County Board adopted compensation schedule referred to in Appendix A. Job classifications are shown in Appendix B. Salary increases will take effect January 1st of each year for all positions.

Employees covered by these compensation guidelines shall receive an annual salary or wage as approved by the Aitkin County Board of Commissioners following a satisfactory performance evaluation.

An employee's salary may not exceed the range maximum.

Employees who terminate employment prior to the date of County Board approval of the non-union compensation guidelines shall not be eligible for retroactive wage adjustments.

Deleted: Effective January 1, 2014, non-exempt employees will receive up to a \$0.45 per hour general adjustment and salaried employees will receive up to a \$936.00 per year general adjustment, up to the maximum of the applicable salary range. The salary range will include a mathematical midpoint. ¶

¶ On January 1, 2014 the employee will receive a subsequent adjustment in salary based upon an annual performance evaluation as indicated in Appendix C which may be given up to the maximum of the applicable salary range.

Deleted: ¶ Upon completion of five (5) years of service and receipt of a satisfactory or higher Annual Performance Evaluation, the minimum pay for each position shall be the midpoint of the salary range. Qualified staff presently receiving pay at less than midpoint shall receive the adjustment of pay to midpoint value starting the year following the completion of the 5th year of service in their current position. In order to qualify for the midpoint value, the individual must achieve a satisfactory Annual Performance Appraisal. ¶

RECLASSIFICATION PAY

A FLSA non-exempt employee whose job classification is upgraded will be placed in the new pay range that results in at least a \$0.75 per hour increase. A FLSA exempt employee whose job classification is upgraded will be placed in the new pay range that results in at least a \$1,560.00/year increase (pro-rated if reclassification occurs mid-year).

WORK HOURS

The normal hours of work for all employees are eight (8) hours per day and forty (40) hours per week. It is expected that all staff will provide service necessary to carry out the functions of their position. This includes weekends and nights as required.

Exempt employees are those who are exempt from the overtime and minimum wage requirements of the FLSA. Exempt employees are not eligible for overtime compensation or accrual of compensatory time.

All non-exempt employees are eligible for overtime compensation at the rate of one and one-half (1-1/2) times their regular base wage for hours worked in excess of forty (40) hours per work week. All overtime hours must be approved in advance by the Supervisor.

Flexible hours for staff may be arranged with the Supervisor. This may include four 10-hour days or some other combination of hours within the workweek.

HOLIDAYS

Full-time (probationary and non-probationary) employees shall be entitled to the following paid eight (8) hour holidays:

- | | |
|---------------------------|------------------------|
| New Year's Day | Martin Luther King Day |
| President's Day | Memorial Day |
| 4th of July | Labor Day |
| Veteran's Day | Thanksgiving Day |
| Friday after Thanksgiving | Christmas Day |

When any of the above named holidays fall on a Sunday, the following day shall be observed as the holiday. When the holiday falls on a Saturday, it shall be observed on the preceding Friday.

Part-time (probationary and non-probationary) employees shall be entitled to holiday pay on a pro-rated basis. (Eff. 1/1/2014.)

Deleted: employed 20 or more hours per week on average

LLCC non-exempt employees who are required to work on any of these holidays shall be paid at time and one half (1 1/2) rates in addition to their base wage.

PAID TIME OFF (PTO)

Employees will receive PTO that will accrue on a per payroll period basis.

Full-time employees shall accrue PTO benefits based on the following table:

Annual Completed Years of Service	Rate of Accumulation PTO Days per Month	Annual Days of PTO
0	1.75	21
3	2.00	24
5	2.25	27
10	2.50	30
15+	2.75	33

Employees who have used at least twelve (12) PTO days in the previous twelve-month period may elect pay in lieu of PTO for up to ten (10) days once in any calendar year.

Employees may not accrue more than 34 days at any time.

Upon separation of service, the employee will be paid for any unused PTO, up to the maximum accrued amount.

Employees are allowed to transfer any accrued PTO over the maximum accrual amount to the sick leave bank where there is no severance payment upon separation of service. At no time can the sick leave bank exceed 720 hours. PTO that has been transferred to the sick leave bank can only be used in accordance with the sick leave provisions.

Part-time employees shall be entitled to PTO benefits on a pro-rated basis. (Eff. 1/1/2014.)

Deleted: who are employed 20 or more hours per week on average

PERSONAL LEAVE

Full-time (probationary and non-probationary) employees shall be granted four (4) personal leave days (32 hours) each year. Such leave shall not be cumulative, and shall be granted on a pro-rated basis. Personal leave days are separate from the PTO and LTD provisions in these guidelines.

Part-time (probationary and non-probationary) employees shall be entitled to personal leave on a pro-rated basis. (Eff. 1/1/2014.)

Deleted: employed 20 or more hours per week on average

ADDITIONAL PAY AND BENEFITS

The Human Resources Department or a designated representative and the Department Head will review and evaluate the experience and qualifications of the applicants for a position in professional staff and will assign experience credit deemed reasonable. This will be the starting salary proposed to the County Administrator for approval of the applicant. Any special benefits or conditions of employment negotiated with an individual employee prior to this contract, or as a condition of employment, shall be in addition to the rights and benefits covered by these guidelines.

PROBATIONARY PERIOD

All newly hired or promoted employees will be on a probationary period for six (6) calendar months unless specified otherwise by statute. Employment may be terminated for any reason during this period.

CONTINUING EDUCATION

Continuing education will be established in conjunction with the individual's Performance Appraisal and utilized to improve performance in the current position and/or prepare the employee for advancement within

County Government. This will be in addition to training required to maintain licenses and certifications. Training expenses may be paid by the County as outlined below.

EDUCATIONAL TUITION

The cost of participation in formalized courses of study will be reimbursed to an employee who has permanent status in the amount equal to one-third (1/3) of the tuition cost provided:

1. That the course is germane to the duties of the employee's job.
2. That the employee satisfactorily completes the course and receives either a "P" in a Pass/No Pass course, or at least a "B-" in an A-F course.
3. That the employee remains in the employment of Aitkin County for a period of one year following completion of the course, or they shall reimburse the County for any costs incurred by the County because of such schooling.
4. That the course be approved by the Department Head and the County Board prior to taking the course.
5. It shall be noted that the cost of "tuition" is covered; this does not include books or other assessed administrative fees.

Deleted: c

Deleted: time equivalent to the length of the course following completion of the course.¶

SICK LEAVE / CARE OF RELATIVES

Accrued sick leave may be used when an employee cannot perform work duties due to but not limited to the following: personal illness or injury; necessity for medical or dental treatment or examination, where such treatment cannot be scheduled outside of working hours; emergency, illness or injury of the employee's immediate family member which requires the employee's attendance and care; quarantine directed by a medical physician; disability; pre and postnatal care. For the purpose of this paragraph, immediate family is defined as: spouse, child, step child, adult child, parent, step parent, mother-in-law, father-in-law, or grandchild. The Department Head may require a doctor's certificate showing the nature of an injury or illness. The employer will administer FMLA in accordance with County policy.

Sick leave may be used because of illness of the employee's sibling or grandparent as well. For siblings and grandparents, use is limited to 160 hours all combined per calendar year.

Employees are allowed to accumulate up to a maximum of 720 hours (90 working days) of sick leave. Upon separation, employees shall not be paid for any unused sick leave.

Deleted: Sick leave benefits are intended solely to provide income protection in the event of illness or injury of an employee or family member; family member as defined in the Family Medical Leave Act.

LONG TERM DISABILITY

The County shall provide Long Term Disability Insurance for all full-time employees covered by these guidelines based on current salaries. Said insurance shall take effect for new employees upon completion of the Probationary Period. LTD monthly premiums will be paid by the employees via payroll deduction.

Employees whose annual wages are below the maximum salary range will be reimbursed for the monthly premium.

Employees whose annual wages are at the maximum of the salary range shall select one of the following two options:

- (1) the employee shall not be reimbursed for the monthly premium and instead shall receive 1 personal day per year, provided that their wage remains at the maximum of the salary range. Said personal day shall be separate from vacation and PTO and shall not be cumulative; or
- (2) in lieu of receiving the 1 additional personal day per year (as described in option 1), the county will provide long-term disability insurance at no cost to the employee, provided that their wage remains at the maximum of the salary range.

In option (1), the premiums are paid with after tax dollars, so the LTD benefit would not be taxable income to the employee. In option (2), with the county paying the premiums, the LTD benefit would be taxable income to the employee.

JURY DUTY

The County will pay the employee's full, regular salary, and benefits while serving time on jury duty. Employees must reimburse County per diem salary paid for jury duty. Employees shall keep expenses reimbursed to them by the court for jury duty service. If employee is excused from jury duty, and not on vacation or leave, employee shall report back to work and suffer no loss in pay for the day.

LEAVE OF ABSENCE

An employee requesting a leave of absence other than Family & Medical Leave shall apply for same in writing to the County Administrator for their approval. The request shall include the length of leave requested and the reason for said leave.

Employees who are on a leave of absence shall receive no pay or benefits as apply to holidays, vacations, etc. but shall accrue longevity for a period of thirty (30) working days, per leave.

Leaves of absence of ten (10) work days or less may be approved by the employee's Department Head. Leaves of absence of more than ten (10) work days are subject to approval by the County Administrator.

FRINGE BENEFITS

County benefits include Life Insurance, Major Medical Health Insurance, Long Term Disability Insurance, and Liability Insurance. All employees covered by these guidelines who are employed for thirty (30) hours or more per week shall be eligible for County Fringe Benefits.

Voluntary group benefits, including dental insurance, short-term disability insurance, and long term care insurance are also available at the employee's own expense for those who work thirty (30) hours or more per week.

HEALTH INSURANCE

Health insurance coverage will be provided in accordance with the County's insurance policy. The employee and employer contributions shall be established by the County Board and calculated in the same manner as defined in the agreement between Aitkin County and AFSCME Council 65, Local Union #667 (Courthouse Unit).

All eligible employees will receive a County VEBA contribution prorated on a quarterly basis for all quarters in which work is performed.

The County's VEBA account contribution shall be made as part of the first warrant cycle of the year. In the event that an employee leaves employment for any reason other than death, the employee shall be required to reimburse the County for the VEBA contribution prorated on a quarterly basis for any full quarter that remains. The County shall have the right to deduct this amount from the employee's final paycheck.

Employees may elect to receive the county's VEBA contribution on a quarterly basis as a part of the first warrant cycle of the quarter rather than on a yearly basis by submitting a written request to the Auditor's office. Said election must be made prior to the start of the plan year. If an employee has eligible expenses that exceed the County's year to date deductible contribution, the employee may request advance payment up to the remainder allocation for the plan year.

LIFE INSURANCE

The County Board agrees to provide and pay for a life insurance policy of \$15,000 for all full-time employees, and to provide life insurance coverage in the amount of \$10,000 for their spouses and dependents up to age 26.

DISCIPLINARY ACTION

The progressive disciplinary system will be used as defined by Aitkin County's Disciplinary policy. The severity of the infraction will dictate the level of the first action taken, which may include, but not be limited to, verbal reprimand, written reprimand, demotion, suspension or termination.

TERMINATION

If a Department Head elects to terminate employment, at least twenty (20) working days notice shall be given. All other employees who elect to terminate employment shall give at least fifteen (15) working days notice.

An employee may be temporarily suspended or immediately terminated by the Board for just cause. The employee shall be notified of the action and the reason in writing at the time of the suspension or termination. If the employee feels that he or she has been suspended or terminated without just cause or that the period of suspension was unwarranted, the employee shall have the right to appeal under the grievance procedure, provided that objection is made in writing within ten (10) working days of written notice of the suspension or termination. If it is determined the suspension or the termination was without just cause, the County Commissioners shall order the appropriate remedial action.

GRIEVANCE PROCEDURE

A grievance may be filed when the affected employee takes issue with a written reprimand or any disciplinary action greater than a written reprimand. Grievances of staff shall be submitted in writing to the Human

Resources Manager. All grievances must be filed within ten (10) working days of the receipt of the written notice of the disciplinary action, suspension or termination by the employee. Grievance shall be heard and considered by the County Commissioners or designated representative no more than thirty (30) working days after the filing of the grievance. If either party calls in a representative, the other party must be notified seventy-two (72) hours prior to the meeting. A majority decision of the Aitkin County Commissioners shall be final and binding upon both parties and such decision shall be rendered in writing within (30) thirty working days after the grievance hearing.

APPENDIX A, SALARY SCHEDULE

Employees covered by these compensation guidelines shall receive an annual salary as approved by the Aitkin County Board of Commissioners.

2015 NON-UNION FLSA EXEMPT			2015 NON-UNION FLSA NON-EXEMPT		
Grade	MIN/YR	MAX/YR	Grade	MIN/HR	MAX/HR
20	\$ 83,824	\$ 125,424	20	\$ 40.30	\$ 60.30
19	\$ 80,704	\$ 120,744	19	\$ 38.80	\$ 58.05
18	\$ 77,584	\$ 116,064	18	\$ 37.30	\$ 55.80
17	\$ 74,464	\$ 111,384	17	\$ 35.80	\$ 53.55
16	\$ 71,344	\$ 106,704	16	\$ 34.30	\$ 51.30
15	\$ 68,224	\$ 102,024	15	\$ 32.80	\$ 49.05
14	\$ 65,104	\$ 97,344	14	\$ 31.30	\$ 46.80
13	\$ 61,984	\$ 92,664	13	\$ 29.80	\$ 44.55
12	\$ 58,864	\$ 87,984	12	\$ 28.30	\$ 42.30
11	\$ 55,744	\$ 83,304	11	\$ 26.80	\$ 40.05
10	\$ 52,624	\$ 78,624	10	\$ 25.30	\$ 37.80
9	\$ 49,504	\$ 73,944	9	\$ 23.80	\$ 35.55
8	\$ 46,384	\$ 69,264	8	\$ 22.30	\$ 33.30
7	\$ 43,264	\$ 64,584	7	\$ 20.80	\$ 31.05
6	\$ 40,144	\$ 59,904	6	\$ 19.30	\$ 28.80
5	\$ 37,024	\$ 55,224	5	\$ 17.80	\$ 26.55
4	\$ 33,904	\$ 50,544	4	\$ 16.30	\$ 24.30
3	\$ 30,784	\$ 45,864	3	\$ 14.80	\$ 22.05
2	\$ 27,664	\$ 41,184	2	\$ 13.30	\$ 19.80
1	\$ 24,544	\$ 36,504	1	\$ 11.80	\$ 17.55

Deleted: This schedule is based on a forty (40) hour workweek. (FLSA non-exempt employees are paid on an hourly equivalent basis and are eligible for overtime compensation)¶

**APPENDIX B
JOB CLASSIFICATIONS**

Appeal in progress

<u>Non-union Job Classifications</u>	<u>Grade</u>
ACCOUNTANT (Highway Dept.)	10
ADMINISTRATIVE ASSISTANT (County Administrator's Office)	5
ADMINISTRATIVE COORD.-LLCC	5
ASST. COUNTY ASSESSOR	9
ASST. COUNTY ATTORNEY I	11
ASST. COUNTY ATTORNEY II	13
ASST. COUNTY ENGINEER	13
ASST. HWY. MAINT. FOREMAN	6
ASST. LAND COMMISSIONER	10
ASST. ZONING ADMINISTRATOR	10
BOAT & WATER SAFETY OFFICER	3
BUILDING & GROUNDS SUPERVISOR	7 ✓
CHILD SUPPORT SUPERVISOR	9 ✓
COMPLIANCE OFFICER/WETLAND SPE	9 ✓
COMPUTER SPECIALIST/ Iseries	3 ✓
COMPUTER SPECIALIST/ WEB	4 ✓
CONFIDENTIAL SECRETARY (Sheriff's Office)	4 ✓
COOK -LLCC	1
COOK-HOUSEKEEPER - LLCC	1
COUNTY ADMINISTRATOR	20
COUNTY ASSESSOR	14 ✓
COUNTY ENGINEER	17 ✓
CRIME VICTIM COORDINATOR	6
CUSTODIAN	2 ✓
DEPUTY AUDITOR / PAYROLL TECHNICIAN	6
ECONOMIC DEV/FOREST IND. COORD	10
ENVIRONMENTAL HEALTH SPEC.	9
ENVIRONMENTAL SERVICE DIR	14
FINANCIAL ASSISTANCE SUPERVISOR (HHS)	10
FINANCIAL ASSISTANT (Auditor's Office)	10
FISCAL SUPERVISOR / COLLECTIONS OFFICER (HHS)	10
FOOD SERVICE COORD.-LLCC	2
GIS COORDINATOR	9
HEALTH AND HUMAN SERVICES DIRECTOR*	17 ✓
HEALTH EDUCATOR	9 ✓
HUMAN RESOURCES DIRECTOR	14 ✓
HUMAN RESOURCES SPECIALIST	5 ✓
HWY. MAINT. FOREMAN	10
INSTRUCTION COORD.-LLCC	10
IT DIRECTOR	14
LAND COMMISSIONER	14
LAND SURVEY COORDINATOR	9
LLCC BUSINESS AND MARKETING MANAGER	12
MAINTENANCE COORD.-LLCC	2
NATURALIST-SEASONAL LLCC	3
NETWORK ADMINISTRATOR	9
NETWORK APPLICATION SUPPORT SPECIALIST	7
OFFICE ASSISTANT IV (Highway)	4
OFFICE MANAGER / LEAD PARALEGAL	8
OFFICE SUPPORT SPECIALIST, SR.	4 ✓
PUBLIC HEALTH NURSE	10
PUBLIC HEALTH SUPERVISOR	13
REGISTERED NURSE	9

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<u>RIGHT OF WAY / PERMITTING AGENT</u>	<u>9</u>
<u>SCHOOL YEAR INSTRUCTOR NATURALIST-LLCC</u>	<u>5</u>
<u>SOCIAL SERVICES SUPERVISOR</u>	<u>13</u>
<u>SR. ASST. COUNTY ATTORNEY</u>	<u>17</u>
<u>UTILITY MAINTENANCE CUSTODIAN</u>	<u>3</u>
<u>VETERANS SERVICES OFFICER</u>	<u>9</u>

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* indicates individuals who have an individual contract.