



COMPENSATION

605.2 – COMPENSATION, SALARY AND PAY PRACTICES

- 1. Policy Purpose:** To establish a policy and procedure on employee compensation, salary and pay practices.

Policy Coverage: This policy applies to all non-represented (non-exempt and exempt), full-time and part-time employees of the East Fork Fire Protection District.

Adopted Date: 04/16/2019

Revised Date: 07/21/2020

Policy #: 605.2

***The procedure established in this policy will be superseded and have no effect when covered by a similar or conflicting provision in a Collective Bargaining Agreement. For detailed information, please refer to your Collective Bargaining Agreement. ***

- 2. Policy:**

The District shall utilize a step-plan compensation structure for all non-represented employees, which will take into account principles of internal and external equity. The structure will be monitored to ensure the maintenance of a fair and equitable pay system that will assist the District in recruiting and retaining a highly competent and motivated workforce.

A. Step-in-Grade Pay Scale:

1. The District's step-plan establishes pay ranges for all non-represented District employees. A summary of the pay ranges is attached as Table A to this policy. All salaries are based on a 5-step Pay Scale.
2. Salary step advancements are administered by Human Resources who is responsible to ensure there is adequate documentation and that all requirements have been met.

3. Non-represented employees will be assigned to the appropriate step within the pay plan structure based on their position. Jobs with similar duties and responsibilities may be assigned to the same salary step. Each salary step will consist of a minimum and maximum pay rate.
4. Employees hired on or before June 30, 2017, will progress to the next pay step of their pay scale effective the first pay date of August of each year, unless topped out.
5. Employees promoted on or before June 30, 2017, will progress to the next pay step of their pay scale effective the first pay date of August of each year, unless topped out.
6. Employees hired on or after July 1, 2017, will progress to the next pay step on the one year anniversary of their hire date, unless topped out.
7. Employees promoted on or after July 1, 2017, will progress to the next step of their pay plan on the one year anniversary of their promotion date, unless topped out. The promotion date will supersede the anniversary date and future step movements will be based on the one year anniversary of the promotion date.
8. Step movements and any associated pay increases will be effective with the first day of the pay period in which the anniversary/promotion date falls, unless movement is applicable to Steps 4 or 5 of this policy. Pay increases will be realized on the pay date associated with the pay period in which the anniversary/promotion date falls, unless movement is applicable to Steps 4 or 5 of this policy. At no time will an employee's wage exceed the approved pay plan that is in place at the time the employee is eligible for a step movement.
9. Employees will progress between the minimum and maximum salary rates on the pay plan. At no time will an employee's wage fall below the minimum or exceed the maximum pay for their position.

B. Pay Plan Adjustments

To maintain salary ranges and employee wages relative to the cost-of-living, a pay plan adjustment will be made to each employee's pay rate and salary range the first pay date of each fiscal year.

Any adjustment to the pay plan requires approval of the District Board of Directors. The Board may, in its discretion, consider additional factors, including the financial needs of the District and principles of internal and external equity, the annual change in CPI (Consumer Price Index) according to the Bureau of Labor Statistics, US City Average for all items, base period of 1982-1984 (CUUR0000SA0), from December to December of each calendar year. The pay plan adjustment will be adopted by the Board of Directors each year and will attempt to maintain internal equity between represented and non-represented employees. If approved by the Board in the annual budget, wage range adjustments will be implemented the first pay date in July of each fiscal year.

C. Establishment of New Classifications and Restructuring of a Position's Responsibilities:

1. Data necessary to analyze positions and determine accurate placement of classifications within the compensation structure will be gathered through job analysis and/or "desk audits", which will be administered through the Executive Office Manager/Human Resources.
2. When there is an indication that an employee is working above or below the established responsibilities for a position, a study may be initiated at the request of the Supervisor or Manager, which will be conducted in accordance to the Reclassification Policy (604.1 - *Reclassification Policy*).

D. Hiring New Employees:

1. New employees will normally be hired at Step 1 (entry level) of the appropriate step for their position.
2. Division heads will have the authority to place newly hired employees into a maximum of Step 2 of the pay plan, if their education and/or experience justifies such placement and with the approval of the District Fire Chief.
3. The District Fire Chief may authorize placement of a newly hired employee into a maximum of Step 3. A request to place a newly hired employee into Step 3 must be submitted for approval to the District Fire Chief. The request must include supporting documentation demonstrating the specific need for the higher starting salary.
4. The District Board of Directors may authorize placement of a newly hired employee into a step greater than Step 3 and to a maximum of Step 5. A request to place a newly hired employee into a step greater than Step 3 must be submitted for approval to the District Board of Directors. Documentation must be provided that supports and demonstrates specific recruitment needs and/or skills and knowledge possessed by the applicant when such a request is initiated.

E. Promotions, Demotions and Transfers:

Promotions, demotions and transfers will be administered in accordance with established policies.

F. Call Back

The District will follow the provisions of NAC 284.214 with respect to Call Back pay.

G. PERS

The District will adhere to the provisions of NRS 241 with respect to benefits available to employees through the Public Employees Retirement System. Refer to District Policy 605.4 (PERS System Contribution Changes).

3. Procedure

A. Wage and Salary Surveys:

At the direction of the District Board of Directors, a wage and salary survey may be conducted to secure updated labor market wage data.

When movement is warranted, the competitive pay rate for each District position may be adjusted for internal equity and/or to reflect the competitive labor market. The adjustment is subject to budgetary and other considerations and is subject to approval by the District Board of Directors.

B. Maintenance of the Compensation/Classification Plan:

Human Resources/Executive Office Manager or his/her designee will be responsible for the review and administration of the Compensation/Classification Plan for the District. The review will include an analysis of prevailing rates of pay for similar positions in comparable labor markets by wage and salary surveys and will account for budgetary considerations and other related factors. Based on this information, the Executive Office Manager/Human Resources will recommend to the District Fire Chief changes to keep the plan current, uniform and equitable. Such recommendations will be reviewed and approved or modified by the District Fire Chief and the District Accountant and submitted to the District's Board of Directors for approval.

RESPONSIBILITY FOR REVIEW: The District Fire Chief, or his designee and/or the Executive Office Manager, or his/her designee will review this policy every 3 years or sooner as necessary.