

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2021-025**

BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee, to approve the revision to the Hardin County Personnel Policy and Procedures Handbook: CHAPTER 2: EMPLOYMENT, Section V: Change of Duties.

BE IT FURTHER RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee, to approve the revision to the Hardin County Personnel Policy and Procedures Handbook: CHAPTER 3: COMPENSATION PLAN, Section III: Step-in-Grade Increases.

BE IT FURTHER RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee, to approve the revision to the Hardin County Personnel Policy and Procedures Handbook: CHAPTER 3: COMPENSATION PLAN, Section VII: Pay Procedures for the Newly Appointed Person.

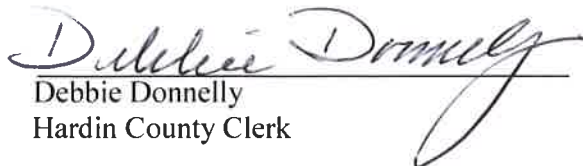
BE IT FURTHER RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee, to approve the revision to the Hardin County Personnel Policy and Procedures Handbook: CHAPTER 3: COMPENSATION PLAN, Section VIII: Pay Procedures for Promotions.

ADOPTED, by the Hardin County Fiscal Court in its regular meeting on 23 February 2021.



Harry L. Berry
Hardin County Judge/Executive

ATTEST:


Debbie Donnelly
Hardin County Clerk

Section V: Change of Duties

A. Transfer

1. An internal transfer is defined as a movement between departments reporting to the Judge/ Executive, Hardin County Coroner, and Hardin County Jailer.
 - a) Any employee may request an internal transfer from one position to another comparable position, at the same grade, provided the position to which the employee is transferred is one for which he/she possesses the appropriate minimum qualifications, and provided that the position applied for is vacant. The request shall be a written application.
2. An external transfer is defined as a movement of departments reporting to the Judge/Executive to/from a component unit not reporting to the Judge/Executive, such as; Hardin County Sheriff, Hardin County Clerk, Hardin County PVA, Hardin County Planning, Hardin County Library, Hardin County Attorney's Child Support Office.

B. Promotion

When a vacancy occurs in a position above the entrance level, consideration shall be given to promotion of current qualified employees who submit written application for the position. However, if the Judge/Executive deems that the best interest of the County necessitates the appointment of an applicant not currently employed by the County, the position may be filled by appointment of a person from outside the government.

An employee occupying a regular position may be promoted from one position to a higher position only if he/she possesses the minimum qualifications for the higher position and if the position is vacant.

C. Demotion

In the event an employee becomes unable to perform the duties with reasonable accommodation as stated in the position description, for disciplinary reasons, or in lieu of a layoff, an employee may be demoted at the County's discretion, provided the employee meets the qualifications for the demoted position, and the position is vacant. The employee's salary will be adjusted accordingly.

Section III: Step-in-Grade Increases

The County shall utilize a Step-in-Grade pay system. Included in this system shall be all employees reporting to the Judge/Executive, Hardin County Coroner and the Hardin County Jailer. Excluded from this plan are all employees reporting to the Hardin County Attorney, Hardin County Clerk, and Hardin County Sheriff. The excluded groups have their compensation fixed separately.

- A. Each pay grade shall have a series of steps corresponding to increases in salary in that particular pay grade. These steps normally correspond to the number of years an employee has continuously worked in the particular job classification and are commonly referred to as Time-In-Grade or TIG.
- B. When an employee begins a new position at the entry level salary, he /she is placed in the entry level or EL step. He/she moves into the succeeding steps in the following manner:
 1. With the successful completion of the six (6) month introductory period, in a job classification, the employee enters the End of Introductory Period, or EOI step. At that time the employee shall receive a five (5) percent salary increase.
 2. Following entry into the EOI step, the employee shall remain in that step for a minimum of three (3) months and a maximum of fifteen (15) months. The length of time is determined as follows:
 - a) The employee shall remain in the EOI step for a minimum of three (3) months.
 - b) Following the three (3) month minimum period, the employee shall move from EOI step to Step 1 the following July 1, and will receive the two (2) percent salary increase associated with the move.
 - c) Each subsequent July 1 the employee moves one step higher in the same pay grade, and receives the salary increase associated with moving to a higher step.
- C. When an employee enters the Step-in-Grade Program at a step higher than the entry level, he/she shall receive the salary assigned to that step. He/she moves into the succeeding steps in the following manner:
 1. The employee shall remain in the step into which he/she was placed upon entry for a minimum of three (3) months and a maximum of fifteen (15)

months. The length of time is determined as follows:

- a) The employee shall remain in the step into which he/she was originally placed for a minimum of three (3) months.
 - b) Following the three (3) month minimum period, the employee shall move to the succeeding step on the following July 1, and shall receive a salary increase associated with moving to the higher step.
 - c) Each subsequent July 1 the employee shall move one step higher in the same pay grade, and receives the salary increase associated with moving to a higher step.
2. If an employee receives a promotion effective July 1, the automatic move to the next higher step which employees receive each July 1, is considered to have taken place prior to the promotion, allowing the employee to receive salary increases for both the step increase and the promotion during the same pay period.
- D. When an employee enters into steps one (1) through step five (5), the increase shall be two (2) percent for each step. For steps six (6) through ten (10) the increase shall be one and one-half (1 ½) percent for each step. For steps eleven (11) through fifteen (15) the increase shall be one (1) percent for each step. For steps sixteen (16) through twenty- five (25) the increase shall be one-half of one (1/2) percent for each step. There are no further step increases beyond step twenty-five (25).
- E. Step-in-Grade increases and/or salary equalization increases designated to be granted on July 1 of any year shall commence at the beginning of the pay period which results in the employees receiving their pay on the first payday following July 1.
- F. The aforementioned step-in-grade increases are applied differently for senior staff members once they reach a certain step. Senior staff members are defined as employees in grades 21 through 30 regardless of work schedule. Step-in-grade increases are capped at step 20 for all senior employees. If deemed necessary to retain talent, the Judge/Executive is authorized to suspend this capping policy in part or whole by issuing an Executive Order at any time during the fiscal year with notification to Fiscal Court no later than the voting meeting prior to implementation. Senior employees exceeding the capped steps at the time of implementation will remain at their current step.

Section VII: Pay Procedures for the Newly Appointed Person

- A. In determining a newly appointed person's beginning salary, he/she shall not be allowed more than five (5) years inside or outside the County experience for placement into a step of the pay chart.
- B. A newly appointed person placed into a position at Step EOI or higher shall not receive a 5% EOI salary increase at the end of the six months' introductory period.
- C. The salary a newly appointed person receives is determined by the pay grade in which his/her position class is placed, and the step in which he/she is placed.
- D. Any newly appointed person shall not be brought into a position above the entry level without the approval of the Judge/Executive.
- E. A newly appointed internal transfer, as defined in Chapter 2, Section V, shall maintain in their previous step when moving to a position in the same grade.
- F. A newly appointed Paramedic or EMT shall not be brought into the position below the EOI step. The following sub paragraphs describe the procedure which shall be used to accomplish the EOI appointment.
 - 1. When the newly appointed employee is brought into the EOI step, he/she shall stay there until he/she has been in it for 6 months, then he/she shall move to Step 1, with the associated salary increase. On the following July 1 he/she will then move to Step 2, with the associated salary increase.
 - 2. If an employee is in the EOI step when the program starts and he/she has been in the EOI step for 6 months or more, the employee automatically moves to Step 1 with the associated 2% salary increase. The following July 1, he/she moves to Step 2 with the associated salary increase.
 - 3. If an employee is in the EOI step when the program begins and he/she has been in the program for less than 6 months, he/she shall receive credit for the time he/she has been in the EOI step. The time the employee has been in the EOI step is subtracted from 6 months. The difference is the amount of time the employee remains in the EOI before being

transferred to Step 1. Following the move to Step 1, with the associated 2% increase, the employee shall remain in Step 1 until the following July 1, and is then moved to Step 2, with the associated salary increase.

4. If an employee is in the EL step when the program begins, he/she shall move from the EL step to the EOI step with the associated salary increase where he/she shall stay for 6 months. Following the 6 months in the EOI step, the employee shall move to Step 1 with associated 2% increase, and remain in Step 1 until the following July 1. At that time the employee is moved to Step 2, with the associated salary increase.
- G. If the newly appointed employee is brought into the position above the EOI step, sub paragraph F of this section does not apply.

Section VIII: Pay Procedures for Promotions

- A. A promoted employee shall be moved to the lowest step in the new grade which provides him/her a minimum of a five (5) percent salary increase, however if an employee is promoted from an hourly or non-exempt position to an exempt position, he/she shall be moved to the lowest step in the new grade which provides him/her a minimum of a ten (10) percent salary increase. He/she shall then follow the procedures as set forth in Section III: Step-in-Grade Increases in this chapter.
- B. A promoted employee, after following the minimum calculation of Subsection A, above may be given up to an additional five (5) steps credit for experience as defined in Section VI: Experience in this chapter, provided the Judge/Executive approves any step movement awarded for experience.
- C. If an hourly or salary non-exempt employee is promoted from a forty (40) hour per week position to a thirty-seven and one-half (37½) hour per week position, only the hourly rates in the respective pay charts are used in determining the five (5) percent salary increase. The annual salaries are not used in the determination.
- D. If a salary-exempt employee is promoted from a forty (40) hour per week position to a thirty-seven and one-half (37½) hour per week position, only the annual salary rates in the respective pay charts are used in determining the five (5) percent salary increase. The hourly rates are not used in the determination.