


<h2 style="margin: 0;">Campbell County Fire Department</h2> <h3 style="margin: 0;">Policy</h3>		
General Administration	<i>Salary Administration</i>	 900.301

PURPOSE:

The policy of the Fire Department is to establish and pay wages and salaries which are comparable with rates being paid for like jobs by other public employers in the community and surrounding region and established without regard to any employee's age, color, or race, national origin, sex, pregnancy, religion, disability, military service status or political affiliations. All wage and salary policy decisions must take into consideration the Fire Department's overall economic condition and fiscal position. The Fire Department's policy regarding salary administration is intended only as a guideline and may be changed or revoked at any time.

SCOPE:

This policy applies to all members and employees of the Campbell County Fire Department (CCFD) organization.

POLICY:

- A. The Human Resources Representative from the Fire Department is responsible for coordinating the continuing internal review of all wages and salaries. This review should check whether wages and salaries accurately reflect each individual's responsibilities and performance. The County's Personnel Committee is responsible for making sure that each job is evaluated and assigned a salary range and job family.

- B. The Human Resources Representative in coordination with the County's Compensation Committee may, if appropriate, participate in or conduct wage and salary surveys covering other employers with similar jobs. This and other available information is used to propose the compensation program and to determine the relative position of the County's pay structure.

- C. Generally, new employees should be hired at the minimum of the range assigned to their classification. Supervisors may recommend a higher starting rate based on an applicant's experience or skill level or on the need to be competitive in the marketplace. These recommendations should be reviewed and approved before implementation by the Fire Chief.

- D. Employees' wages or salaries should be reviewed as part of the performance appraisal process by their supervisors at least annually. The schedule of review will be based on the approved compensation package each fiscal year. The Fire Chief and/or Comptroller are responsible for ensuring the completion of salary and performance reviews.

Initial Approval: March 28, 2007 Revision Date: 3/24/10, 3/16/2011	Page 1 of 2	Sam Saunders, Chairman ORIGINAL SIGNED
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- E. Supervisors should make wage and salary decisions based on performance, length of service, and budget considerations, as well as other job related factors. In addition, they should forward all merit increase recommendations to the Fire Chief for review and approval before scheduling individual employee performance appraisal meetings. The review should ensure that the recommendations are consistent with recent performance appraisals, job grades, salary ranges, and the current fiscal year's approved budgeted compensation program.
- F. Supervisors, in conducting wage or salary reviews in conjunction with the performance appraisal process, should attempt to show employees the relationship between pay and job performance, length of service, and other significant factors. In addition, supervisors should make clear that overall compensation includes numerous non-cash benefits and that the Fire Department contributes to retirement, health benefits, eligible employee social security, workers' compensation, and unemployment insurance on an employee's behalf.
- G. Employees who have questions about the Fire Department's salary administration and benefits program should direct their concern to their supervisor, the Fire Chief, or the Comptroller.