



Franklin County Public Health Compensation Plan Structure and Procedures

Adopted October 13, 2015
By the Franklin County Board of Health

Effective November 2, 2015
Amended July 12, 2016

Effective August 7, 2017
Amended June 13, 2017

INTRODUCTION

The Franklin County Board of Health promotes compensation strategies that maximize the recruitment, performance and retention of quality staff. The purpose of this compensation plan is to provide information to employees and managers about how compensation decisions are made and to guide decisions about compensation. It is designed to provide a consistent approach for the appropriate administration and control of compensation. The policy applies to all employees, although there may be different strategies employed for different groups of employees (for example, FLSA exempt vs. non-exempt employees).

PAY STRUCTURE

The salary structure provides the foundation for compensation for staff. The intention is to establish appropriate differentials between pay grades to recognize different levels of demands and complexity of duties, and to establish lower and upper limits of value for each position.

Pay Grades

A pay grade is assigned for each position. A written position description is developed for each position. Position descriptions are evaluated in terms of knowledge, skill required, responsibilities and impact on operations. The Health Commissioner is responsible for assigning a pay grade for each position.

Pay Ranges

Pay ranges are the span of wages established for every pay grade from the minimum to the maximum.

Minimum in Pay Range

The minimum is the lowest salary normally paid to an employee who meets the minimum requirements of a position assigned to that specific grade. Normally, this is the entry level for new staff. Employees should be paid at or above the minimum of their assigned pay grade.

Maximum in Pay Range

The maximum is the highest salary that is paid for any position in an assigned grade. Employees should not receive a pay increase that exceeds the maximum of the salary range for the position; however, a lump sum payment may be provided in lieu of an hourly increase.

EXECUTIVE BROADBAND

Traditional salary structures are organized with numerous layers and range structures (or pay grades) with a relatively small distance between each range. Traditional structures provide a hierarchal system enabling employees to be promoted from one pay grade to another. Designed correctly, traditional structures enable the recognition of differing rates of pay for performance and guarantee a reasonable level of control over internal compression and salary expenditures.

Broadband salary structures are more flexible and consolidate pay grades into fewer structures with wider salary ranges. The broadband structure allows more latitude for pay based on skills and market, and they are often used for Executive groups. The following is recommended for the Health Commissioner. The pay range is 75%.

Executive Broadband			
	Minimum	Mid-Point	Maximum
<i>Hourly</i>	48.08	66.11	84.13
<i>Annual</i>	100,006	137,508	175,000

SALARY ASSIGNMENTS AND ADJUSTMENTS

New Hire Salaries

Starting salaries for new employees will normally be within the first quartile of the salary range but will take into account the individual's job-related experience and training, salary history, salaries paid to others in similar jobs, and labor market information. The Health Commissioner, or his/her designee, establishes starting salaries.

Pay Adjustments

The Health Commissioner works annually with the Board to arrive at a salary increase budget. Pay adjustments may include a cost-of-living increase and/or a merit increase. **This increase will be delivered to all staff as a flat-rate increase to their hourly wage or lump sum payment (when applicable).**

Lump Sum Payments

For employees who are at the maximum of their salary range, a lump sum payment may be made at the time of the employee's review in order to recognize performance. This is in lieu of a percentage increase. The lump sum increase does not change the base salary. Paying salaries above the grade range requires approval by the Health Commissioner.

Establishing a New Position

If a new position is deemed necessary, a written position description will be developed. An appropriate salary grade will be researched and a grade will be recommended based on other positions in similar levels of duties and responsibilities and upon market data. The Board of Health approves all positions; the pay grade and salary range are established by the Health Commissioner.

MOVEMENT BETWEEN PAY GRADES

Promotions

A promotion occurs when an employee assumes a new position requiring a greater level of knowledge or skill and a higher degree of responsibilities that is in a higher grade than their present grade. The pay increase for a promotion will bring the employee's pay rate to at least the minimum of the new grade, and will be effective the date of the promotion.

Lateral Transfers

A lateral transfer is the movement of an employee to a different classification, either written or across departments, in the same pay grade. **A salary change may accompany a lateral transfer.**

Transfers to a Lower Grade

Employees may move to a lower-graded job because of performance issues, reorganization, job reclassification, or a job change made by personal choice. Employees who transfer to a position in a lower pay grade may have their pay adjusted to be within the appropriate pay grade of their new position.

COMPENSATION PLAN MAINTENANCE

Annually, or Every Two Years

Review and update job descriptions, as appropriate, but no less than every two years.

The pay structure should be reviewed annually or no less than every two years. When appropriate, the pay structure will be adjusted.

Every Two-Three Years

Every two to three years, conduct a market study of all positions to gauge how the market has changed over the past few years.

Review the salary structures to determine if the number of grades, and the pay grade assignments, are still appropriate. The pay structure should be evaluated to ensure there is room for growth, and compression issues are addressed.

Review the current policies and procedures to determine any inconsistencies with the current compensation strategy, and areas that are not meeting the organization's needs.

Franklin County Public Health Compensation Wage Scale

Pay Grade	Minimum	Mid-Point	Maximum
1	13.39	15.40	17.41
2	14.32	17.90	21.48
3	15.32	19.15	22.98
4	16.53	20.66	24.80
5	17.85	22.31	26.78
6	19.27	24.09	28.91
7	21.18	26.48	31.77
8	23.29	29.11	34.94
9	25.62	33.30	40.99
10	28.69	37.30	45.91
11	32.14	41.78	51.42
12	35.99	46.79	57.59
13	40.31	52.41	64.50

Effective November 2, 2015
Amended July 12, 2016

Franklin County Public Health Pay Grade Assignments

Pay Grade	Position	Min –	Mid – (\$ per hour	Max
1	Receptionist	13.39	15.40	17.41
2	Administrative Assistant	14.32	17.90	21.48
3	Administrative Assistant II	15.32	19.15	22.98
4	Environmental Health Technician	16.53	20.66	24.80
5	Executive Assistant; Fiscal Assistant; Human Resources Assistant; Sanitarian-in-Training (RSIT)	17.85	22.31	26.78
6	Data Analyst; Program Coordinator; Health Communication Specialist; Health Educator; Community Health Planner; Graphic Designer; Medical Billing Specialist; MRC; Plumbing Inspector	19.27	24.09	28.91
7	Registered Sanitarian (RS); Plumbing Inspector II; Accreditation Coordinator	21.18	26.48	31.77
8	Public Health Nurse; Epidemiologist I & II	23.29	29.11	34.94
9	Supervisor	25.62	33.30	40.99
10	Supervisor (Epidemiology, Emergency Preparedness, Plumbing); Division Manager	28.69	37.30	45.91
11	Human Resources Manager	32.14	41.78	51.42
12	Director	35.99	46.79	57.59
13	Director (Registered Nurse, Finance)	40.31	52.41	64.50

Effective November 2, 2015

Amended July 12, 2016

Franklin County Public Health Compensation Benefit

A specified benefit is awarded to full-time employees in good standing with uninterrupted service to Franklin County Public Health. Eligible employees will receive an hourly increase on their hire date anniversary according to the following schedule:

Years of Service	Increase per hour
1 year	\$0.20
5 years	\$0.35
10 years	\$0.50
15 years	\$0.60
20 years	\$0.75
25 years	\$1.00

An employee's hourly rate total cannot exceed the maximum for their position and pay grade. If a longevity benefit should create an hourly rate above the appropriate maximum, a lump sum may be provided to the employee instead (refer to Lump Sum Payments on page 3).

Amended July 11, 2017