

**Salary Board
Meeting Agenda
March 7, 2022**

1. Call to Order
2. Minutes of the February 7, 2022, meeting
3. **District Attorney – Heather Adams** **1:30 p.m.**
 - a. Request approval to create, post, and fill a part-time less than 1,000 hours Assistant District Attorney I position, TM2 Grade 51, effective March 7, 2022 through 2024. The position is part of the STOP Violence Against Women Grant award for budget years 2022 through 2024.
4. **Sheriff’s Office – Lawrence George** **1:35 p.m.**
 - a. Request approval of a salary adjustment for non-bargaining supervisors to include the Deputy Sheriff Lieutenants and Chief Deputy Sheriff in the amount of \$2.25 per hour, effective March 7, 2022.
 - b. Request approval of premium pay bonuses for non-bargaining supervisors to include the Deputy Sheriff Lieutenants and Chief Deputy Sheriff as outlined in “Attachment A”, effective March 7, 2022.
5. **Commissioners – Tammy Moyer** **1:40 p.m.**
 - a. Request approval for a two-month extension to a temporary 5% salary increase for Employee ID (22849), due to assuming additional duties caused by a vacancy in position (500006), effective February 28, 2022 through May 20, 2022.
6. **Office of Aging – Lon Wible** **1:45 p.m.**
 - a. Request approval to increase the Protective Service after hours on-call flat rate from \$150/week to \$400/week for protective service workers and from \$100/week to \$400/week for protective service supervisors. Protective service workers will continue to receive their hourly rate up to 40 hours per week and time and a half over 40 hours worked. Workers and supervisors will also continue to receive the \$30 differential for each holiday
7. **Solicitors Office - Jacquelyn Pfursich** **1:50 p.m.**
 - a. Request approval to hire applicant (79937) above the start rate for Legal Secretary (504716), Grade N17, at an annual starting salary of \$37,966.50, effective March 7, 2022. (The minimum/maximum for the position is \$31,902.00/\$53,157.00)
 - b. Request approval to hire applicant (79924) above the start rate for Assistant County Solicitor CYA Lead, position (504501), Grade E23, at an annual starting salary of \$84,123.00, effective March 7, 2022. (The minimum/maximum for the position is \$63,082.50/\$105,144.00)

8. Presentation of Reports (Exceptional Review Allocations, Employee Referral Bonus Report, List of Positions Vacant for Greater than One Year)
9. Good of the Order
10. Adjourn
11. Next Meeting: Monday, April 4, 2022

Attachment A

The County has been operating pursuant to a Declaration of Emergency caused by the COVID-19 pandemic; and pursuant to the American Rescue Plan Act (“ARPA”), the County may use funds it receives to, inter alia, address negative economic impacts caused by the public health emergency, including harms to workers, and provide premium pay or hazard pay for essential workers.

- (a) Non-bargaining unit employees to include Lt. Deputy Sheriffs and Chief Deputy Sheriff, hired between the effective date of the premium pay and December 31, 2022.
 - (i) Payment of \$1,000 upon completion of ninety (90) days of employment.
 - (ii) Payment of \$3,250 upon completion of one hundred eighty (180) days of employment.
 - (iii) Payment of \$3,250 upon completion of three hundred sixty-five (365) days of employment.
 - (iv) An eligible employee’s days of employment shall be calculated by utilizing the official most recent date of hire reflected in the employee’s personnel records maintained by the County.
 - (v) Eligibility for the within premium payments applies only to employees whose most recent hire date occurs between the effective date of the premium pay and November 30, 2022. Employees hired on or before the effective date of the premium pay, or on or after December 1, 2022, shall not be eligible for the premium payments.
 - (vi) Newly hired employees receiving payments shall be required to maintain their employment with the County for a period of at least three hundred sixty-five (365) days from receipt of any of the payments referenced herein. Employees who terminate their employment or whose employment is terminated for any reason prior to reaching this period of employment expressly agree that the County may deduct the total amount of the premium payments received from any final pay owed to the employee.
 - (vii) Bargaining unit employees promoted to Lt. Deputy Sheriff or Chief Deputy Sheriff between the effective date of the premium pay and December 31, 2022, shall continue to receive scheduled bonuses as eligible. There shall be no duplication of premium payments. Any disputes will be resolved by management.
 - (viii) Premium payments shall be one-time only payments which shall not be rolled into any employee’s base pay and shall be considered premium pay for working under hazardous conditions during a period in which COVID-19 was extant.

- (b) Non-bargaining unit employees to include Lt. Deputy Sheriffs and Chief Deputy Sheriff, hired prior to the effective date of the premium pay will receive the following premium pay.
 - (i) Premium payments of the following amounts:

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| Category A: 5 Years or Less of Service: | \$7,500 |
| Category B: 5+ Year to 10 Years of Service: | \$10,000 |
| Category C: 10+ Years of Service: | \$12,500 |
 - (ii) Payments referenced herein shall be made in three (3) equal installments according to the following schedule:

| | |
|----------------------------------|-------------------|
| Effective date of the Agreement: | 1/3 of amount due |
| After six (6) months: | 1/3 of amount due |
| After one (1) year: | 1/3 of amount due |
 - (iii) The payments referenced above shall not be cumulative, meaning that employees shall be eligible for payment in only one (1) category (e.g., an employee in Category B is entitled to only the amount set forth in that Category and not Categories A and B cumulatively).
 - (iv) An employee’s years of service for determining eligibility for a particular Category shall be calculated as of the effective date of the premium payment utilizing the employees most recent date of hire.

Attachment A

- (v) Eligibility for the within premium payments applies only to eligible employees that are employed as of the effective date of the premium pay. In order to be eligible for the payments referenced herein, the employee must be, as of the effective date of the premium pay and as of the date that they become eligible for any subsequent payments set forth within, in active status on the schedule and active status in the payroll system.
- (vi) Eligibility for the within premium payments shall automatically terminate upon payment of the final installment.
- (vii) Employees receiving payments according to the within provisions shall be required to maintain their employment with the County for a period of at least three hundred sixty-five (365) days from receipt of any of the payments referenced herein. Employees who terminate their employment or whose employment is terminated for any reason prior to reaching this period of employment expressly agree that the County may deduct the total amount of the premium payments received from any final pay owed to the employee. The provisions of this Paragraph (b)(vii) shall not apply to employees who receive payments and elect superannuation retirement or who are deemed eligible for and take disability retirement during the 365-day period referenced herein; provided, however, such employees shall not be eligible for any remaining premium payments due after the effective date of the employee's superannuation or disability retirement.
- (viii) Bargaining unit employees promoted to Lt Deputy Sheriff or Chief Deputy Sheriff between the effective date of the premium pay and December 31, 2022, shall continue to receive scheduled premium payments as eligible. There shall be no duplication of premium payments. Any disputes will be resolved by management.
- (ix) Premium payments shall be one-time only payments which shall not be rolled into any employee's base pay and shall be considered premium pay for working under hazardous conditions during a period in which COVID-19 was extant.
- (x) Premium payments shall be made minus all applicable payroll deductions and taxes and be paid as part of the employee's normal payroll within thirty (30) days of an employee's confirmed eligibility for the premium pay.
- (xi) Employees eligible for premium payments may voluntarily opt-out of receiving the premium payments. Employees must submit a request in writing to the Human Resources Department declining the premium payments. Once an employee has elected to opt-out of receiving the premium payments, the employee is not eligible to opt-in to the payments at a later date.