

	<u>P - §17.0</u>	<u>Policy Name:</u> Classification and Compensation	<u>Approved Date:</u>
	<u>Prepared By:</u> Human Resources		<u>Adopted Date:</u> July 1, 1993
	<u>Amended Date:</u> September 13, 1993; June 19, 1995; July 8, 1996; December 8, 1997; September 3, 2008; May 3, 2017; February 6, 2019		

## A. PURPOSE

Classification and compensation serve as a critical component in the County's total rewards strategy that encompass not only a competitive market-based approach to pay, but also opportunities for career growth and development for our exceptional employees.

The purpose of this policy is to establish a compensation philosophy and methodology for categorizing jobs within the organization, and ensuring fair and equitable compensation for employees while aligning with market wages.

## B. DEFINITIONS

"At-Will" Employee - an employment arrangement where either the employer or employee can terminate the employment at any time, for any reason, without legal consequences, as long as the reason isn't unlawful.

FLSA Status - an employee's classification as either exempt or nonexempt under the Fair Labor Standards Act (FLSA).

Job Description – A formal document that outlines essential duties, qualifications, and expectations for a specific role within the organization.

Seasonal Employee – Employee who is hired for a position that is used for a cyclical assignment that recurs annually. Examples include, but are not limited to Parks and Recreation summer program staff and lifeguards, early voting election workers, etc.

Temporary Employee – Employee who is hired for a set period of time to cover a short-term absence or vacancy, or to work on a time-bound project. Employees can be full-time or part-time.

## C. ROLES AND RESPONSIBILITIES

**Employees** – Employees are responsible for staying updated on County employment and compensation policies and procedures. They should raise any classification or compensation-related concerns with their managers, supervisors, or Human Resources. Additionally, employees may

participate in committees to offer structured feedback and assist in the review of classification actions as needed.

**Managers and Supervisors** – Managers and Supervisors are responsible for managing budgets, assessing and prioritizing staffing needs in alignment with department and organizational objectives, and maintaining accurate job descriptions within their areas.

**Finance & Budget** – Finance & Budget assesses the financial impact of classification and compensation actions, provides projections for future personnel costs, and allocates funds for Board-approved position changes and pay adjustments.

**Human Resources (HR)** – HR in collaboration with relevant stakeholders, develops, administers, and interprets policies, guidelines, and procedures. HR determines appropriate job titles, pay classifications, and FLSA status for positions, develops and maintains the County's compensation structures, and conducts research and analysis of compensation strategies, and market wages.

#### D. POLICY

##### 1) Employment Types

The County maintains standard types of employment and classifies employees in accordance with the types of employment authorized by the Board of Supervisors, notwithstanding immediate changes required by Federal or State law. All employees must hold primary residence in Virginia (ref County Policy P24 Remote and Alternative Schedules).

- a. Appointees – Any officers, directors, and department heads appointed by and directly reporting to the Board of Supervisors and serving under a contract of employment.
- b. Classified Employees – County employees, and partner agency staff identified by agreement as following the County's pay plan, who hold full or part-time positions included in one of the County's pay structures.
  - i. Classified employees occupy an approved, budgeted, non-temporary, full-time or part-time position that is approved by the Board of Supervisors.
  - ii. Full-Time Status: Employment in a classified position that is Board approved to work an average of 40 hours per week or more.
  - iii. Part-Time Status: Employment in a classified position that is Board approved to work an average of less than 40 hours per week. All part-time classified positions will be FLSA non-exempt.

- iv. Probationary Status: Probationary employees are “at will” and ineligible to use grievance procedures. The County’s standard probation period is 6 months. Safety sensitive positions and other positions required by the commonwealth may have probation periods of up to one year. Employees must be informed of the length of probation at the time of job offer.
- c. Temporary and Seasonal Employees - Employees hired for a specified period of time, not to overlap fiscal years without approval through the budget development process, or for the duration of a specific project or program.
- i. Temporary employees, both direct hire and through a temp agency, will be screened and hired through the County’s Human Resources Department processes.
  - ii. Temporary/Seasonal employees are “at-will” employees.
  - iii. Temporary/Seasonal employees are not placed into positions in one of the County’s pay structures, but will receive pay in alignment with similar County classified positions or a competitive market rate as determined by Human Resources.
  - iv. Temporary employees, other than seasonal employees, will receive Cost of Living Adjustments in alignment with movement of the County’s pay structures.
- d. Unclassified Positions — Unclassified positions, for the purpose of compensation, are not subject to the County Pay Plan, unless otherwise specifically indicated by resolution of the Board of Supervisors. The following positions are unclassified:
- All elected officials, including constitutional officers
  - Members of boards, authorities, commissions, and committees appointed by the Board of Supervisors
  - Volunteer and internship personnel, to include those receiving honorarium payments
  - Consultants and counsel rendering professional services
  - Positions involving seasonal or temporary employment
  - The County Attorney
  - The County Executive
  - Such other positions as may be designated by the Board of Supervisors
- e. FLSA Status — All classified County positions are covered under the Fair Labor Standards Act (FLSA), which has two basic categories of jobs:

- a. Exempt – Those positions not covered by the overtime provisions of the FLSA and are ineligible to earn overtime; or
- b. Non-Exempt – Those positions covered by the overtime provisions of the FLSA and eligible to earn overtime at a rate of one and one-half times the regular rate for all hours worked over the allowable maximum within a pay period.

FLSA status is determined by Human Resources and is based on the essential functions and base salary of the position in accordance with the criteria established in the Fair Labor Standards Act.

## 2) Compensation Structure

The purpose of the Compensation Structure is to provide a consistent, equitable, and transparent system for establishing competitive market-based wages. The County utilizes traditional and public safety pay scales to meet these criteria. The Department of Human Resources is responsible for developing and maintaining the compensation structure which includes grades or bands with a salary range minimum and maximum.

The County Pay Plan, consisting of the compensation structure(s), approved Cost of Living Adjustments, merit pay, bonuses, recognition pay, and other pay types, is adopted by the Board of Supervisors annually and applied on a per fiscal year basis.

## 3) Position Classification

The County maintains a classification process which includes developing a job description for each position, assessment, and placement within the County's compensation structure. The essential functions of the position are used to benchmark against the County's competitive market, as established by the Board of Supervisors, for categorization and salary range determination.

## 4) Pay Determination

Each position is assigned a salary range on the compensation structure based on the essential functions of the position, the prevailing rates of pay in the competitive market, employee turnover, the essential functions of the position, the prevailing rates of pay in the competitive market, employee turnover, the County's adopted compensation philosophy, and economic considerations.