

Compensation Plans and Employee Salaries

Objective:	To establish the process by which employee compensation plans and salaries are determined.	Policy/Procedure Number:	04-06
Reference: <i>(All applicable federal, state, and local laws)</i>	Agreements between the County of Tompkins and Tompkins County Unit, Local 855 of CSEA/AFSCME; The Employees' Union of The Tompkins County Sheriff's Department; Civil Service Employees Association Inc, AFSCME, Local 1000, AFL-CIO, Tompkins County Local 855, Tompkins County White Collar Unit; and Corrections Officers Local 2062	Effective Date:	April 1, 1997
Legislative Policy Statement:		Responsible Department:	Personnel
General Information:		Modified Date (s):	November 20, 2012
		Resolution No.:	2012-239
		Next Scheduled Review:	November 2017

I. Definitions:

II. Policy:

III. Procedure:

A. Employees Represented by Bargaining Units

Compensation plans and all processes for determining employee salaries are determined by provisions of bargaining agreements. Copies of these agreements are available from the Personnel Department and online at the Tompkins County Personnel Department webpage.

B. Employees not Represented by Bargaining Units (Elected Officials, Management and Confidential Employees)

1. Elected Officials

Position levels (labor grades) are not established for elected officials. The Legislature establishes the salaries of elected officials by Resolution prior to the date on which petitions to place a candidate on the ballot may lawfully be signed. Salaries of elected officials may not be changed during the term to which they are elected. This provision does not apply to the position of District Attorney for as long as the salary of that position is determined by State law.

2. Confidential Employees

a. *Compensations Plans (Salary Schedules)*

Compensation plans are established by Resolution No. 77-07 – ESTABLISHING SALARIES AND BENEFITS FOR POSITIONS DESIGNATED AS CONFIDENTIAL. that states salaries for Confidential employees shall continue to parallel White Collar salaries, and that annual salary increases and benefits for employees designated as Confidential shall be imposed at the same level in all aspects, as those negotiated by the White Collar bargaining unit.

3. Management Employees

a. *Compensation Plans (Salary Schedules)*

Compensation plans including the hiring rate and working rate for each position level are established by Resolution of the Legislature on recommendation of the Personnel Commissioner, the County Administrator, and the Legislature's personnel committee. ("Hiring Rate" for management staff was formerly known as "Minimum"; "Working Rate" was formerly known as "Midpoint".)

b. *Starting Salaries for Management Employees*

The starting salary for all management employees upon hire or promotion is determined by the procedures below.

- The starting salary may not be less than the hiring rate. The appointing authority may authorize a starting salary up to the working rate if the employee has previously demonstrated competence in carrying out all of the major responsibilities of the position.
- The appointing authority may authorize a starting salary that is more than the hiring rate but less than the working rate when the management employee has previously demonstrated competence in carrying out some, but not all, of the major responsibilities of the position.
- The appointing authority may propose to establish a starting salary for a management employee that is higher than the working rate based on the needs of the department. Such requests must be reviewed and recommended upon by the Personnel Commissioner and the County Administrator. The Personnel Commissioner shall review salaries being paid to other management staff and shall identify any inequities that the proposal may create. All such proposals must be recommended upon by the program committee for the department involved and must be approved by the Legislature.

c. *Movement to Working Rate for Management Employees*

Movement to working rate for management employees may not be slower than the process specified in the CSEA White Collar Bargaining Agreement.

d. *Salaries of New Reclassified Employees*

Whenever a management employee is reclassified the employee shall be paid a salary that is at the same place on the pay scale of the new labor grade that the employee had been earning in the former labor grade.

e. *Changes in Salaries*

The Legislature changes the salaries of management employees by Resolution on recommendation of the County Administrator, the Personnel Commissioner, and its personnel committee. Ordinarily the salaries of all current management employees are changed at the

same time. In very unusual circumstances the needs of a department may make it necessary to change the salary of one current employee or a small number of employees. All such changes must be approved by the department head, the Personnel Commissioner, the County Administrator, the Legislature's personnel committee and by resolution of the Legislature.