

**COMPENSATION**

- 1. Classification Salary Range Assignments:** Grand Forks County has one pay schedule with 25 grades. Each grade has a 13-step salary range. Step 1 will be entry level. The County Commission has the right to award pay increases based upon such factors as performance and market pressures to employees as a whole, department, or individual.

**NOTE:** Social Services employee salaries must be within the assigned salary range for the merit system classification for that position, pursuant to NDCC 54-44.3-12(1).

**Salary Progression (step increases):** Subject to budgetary constraints, salary progression (step increases) shall be based on time-in-position with advancement to the next step to be effective twelve months from the employee's seniority date.

**Seniority date is defined as:** The start date in any given position. If the seniority date falls on or prior to the 15<sup>th</sup> day of the month, the effective date shall be the first of the month. If the seniority date falls between the 16<sup>th</sup> and the last day of the month, the effective date shall be the 16<sup>th</sup>.

**NOTE:** Employees hired prior to 8/18/2015 shall utilize their date of full-time employment as their seniority date.

The first twelve months of employment are not factored into the salary progression formula.

- 2. Voluntary Transfer to a Lower Graded Position:** If an employee voluntarily takes a position of a lesser grade, that employee will be given credit for years of service and will move to the comparable step on the lower grade and the seniority date will change to the date of transfer.
- 3. Lateral Transfers:** If an employee is transferred or transfers to a position that is classified on the same grade as the employee's current position, the employee will not receive an adjustment in pay and the seniority date will change to the date of transfer.
- 4. Transfer or Move to a Higher Graded Position:** If an employee transfers or moves to a higher graded position, the employee shall be placed in the new grade on the next step that is at least 3% higher than the employee's current salary and the seniority

date will change to the date of transfer.

**NOTE:** Correctional Officer I will be eligible for a reclassification to Correctional Officer II upon successful completion of the CO Basic Training or 2080 worked hours, whichever comes first.

5. **Longevity Pay:** After 36 continuous months of full-time regular employment (minimum 2,080 hours per year) an employee shall receive longevity pay of \$3.00 per month times the number of months worked in excess of the first 36 months, not to exceed a total of \$540.00 per year. Longevity is payable, lump sum, in the last pay period in November of each year. To receive payment the employee must be on the active payroll on the date of payment.

**NOTE:**

- A. The first three years of employment are not factored into the formula.
  - B. Social Service employees who have reached the top of their merit system pay grade are not eligible for longevity pay unless ND Human Resource Management Services has approved such a payment.
6. Adjustments in salary may be requested by the employee's Department Manager, the Director of Human Resources or the County Commission. Employees are entitled to request a review of their job description and classification when appropriate. The County Commission may confirm, with a recommendation by the Administrative Services Committee and the Director of Human Resources, an effective date and any adjustments in grade or pay.
  7. **Time Change Compensation:** In the fall when the time change adds one additional hour to the shift, employees who are working will be paid for the additional hour. The additional hour will also count toward the 40-hour or the 171-hour/28 day work period for overtime computation purposes. In the spring when the clock is moved ahead one hour, the county will pay for the lost hour that is actually not worked. However, this hour will not count toward the 40-hour or the 171/hour/28 day work period for overtime computation purposes.