3A. Payroll Policies

The HR Department shall prepare for the Board of Commissioners a pay plan which shall prescribe a minimum, a maximum, and any Intermediate rates of pay appropriate for each position. Employees should refer to their pay scale to identify the number of steps and ranges for their employee group.

Human Resources shall periodically compare the current County salary rates, compensation policies, and personnel developments with those of other public employers within the same job market. Changes in the cost of living shall also be considered. Established salaries are based on current information and are subject to change.

Payday

Employees will be paid biweekly. Paydays are generally every other Friday, for both non-exempt and exempt employees. Time sheets are due to the HR/Payroll Department with the approval of both the employee and Supervisor by noon on Monday of the week that paychecks are issued.

Morrow County does not provide advance payments of salary or loans from salary to be earned.

Net pay will be directly deposited into the employee's bank account unless an employee requests otherwise. If an employee requests to pick up their paycheck from Morrow County, only the employee named on the paycheck will be allowed to do so unless the employee provides written permission to Morrow County for someone else to receive the check.

Paychecks will not be issued without a time sheet unless approved by a member of the Board of Commissioners.

Rates of Pay

Each employee will be paid at one of the steps of the range assigned for the classification to which the employee belongs.

- New Hires - Normally an employee will be appointed to the first step of the range established for the classification. New hires may be placed up to step 4 upon hire where economic conditions, unusual employment conditions, availability of applicants or qualifications of the candidate suggest a higher starting rate, The BOC is authorized to approve employment at a higher step of the salary range.

Step Plan – Employees are eligible to advance to the next step of the salary schedule on their position anniversary date, provided they receive a satisfactory performance evaluation. In adherence to budgetary constraints, the County Administrator may grant approval to a non-represented employee, for up to an additional three steps with specific consideration for compression and merit as justifications for exceptions. Once an employee reaches the top step of the County's salary schedule, additional step increases will not be available. Definitions

Steps – The number of levels of pay available for each pay range. Movement along steps is usually tied to longevity and the amount of time between steps identified in each employee group's pay scale. The first step is usually the rate paid at hire and the last step is the maximum pay available for that position and is reached only after working the prescribed amount of time defined by each pay scale group. *Range* – The salary rate identified for each position or group of positions which equitably reflects the difference in duties and responsibilities as identified through position classification and comparison to comparable positions in the public employment job market.

Employee Group – Employees who are on the same salary scale, specifically: 1) Elected Officials 2) Administration/Non-Union 3) Sheriff's Association 4) Public Works Road Union 5) General Employee Union.

Payroll Change Form – A form that is required to be submitted by the Director to Payroll for any change reason including: new hire, step increase, pay line change, classification change, promotion, demotion, position title change, pay code access change, or anything that involves changes being made to an employee's status.