

Salt Lake County Human Resources Policy 5-100: Pay Practices

Purpose

To attract and retain a competent and competitive workforce, Salt Lake County employees are equitably compensated for their work.

I. Policy

The County recognizes that its employees are its most valuable asset. In order to attract, motivate and retain a qualified productive workforce, Salt Lake County compensates its employees in a transparent and equitable way.

II. Procedures

A. New Hire Compensation

1. The hiring authority will set an employee's compensation between the entry level and 5% of a pay range established by Human Resources for the position.
2. The hiring authority may hire an employee above 5% of the pay range if the hiring authority provides written justification for the salary and Human Resources and the Mayor approve. The County Council will be notified of any such decisions.

B. Salary Increases

1. If the County Council provides funding for a merit pay increase, employees who have met performance expectations and not received another merit increase in the same calendar year will receive the increase.
2. An employee is eligible for a merit increase each year unless the employee was in a leave-without-pay status for more than six months between merit dates.
3. Human Resources will recommend market adjustments to the County Council as necessary to attract and retain qualified employees.
4. An Administrator may request a special adjustment to an employee's salary for the purpose of internal alignment. The Administrator will submit a letter of justification through their agency chain of command to the Department Director or Elected Official. If the Department Director or Elected Official is in agreement, the Department Director or Elected Official will submit a letter to the Human Resources Division Director who will make a recommendation to the Mayor. The salary adjustment is contingent upon approval by the Department Director or Elected Official and the Mayor or designee. The County Council will be notified of any such increase.

C. Redlined Employees

1. An employee may not be paid at a rate that exceeds the pay range maximum of their classification unless the redlined rate is approved by the Mayor and the County Council except as provided in Employment Practices.

D. Longevity Awards

- a. The Council may fund longevity awards for merit employees. In years when longevity awards are funded, the Council will determine the appropriate amount to be awarded to qualifying employees.

Salt Lake County Human Resources Policy 5-100: Pay Practices

- b. Employees who meet or exceed performance expectations and who are at or above the maximum of their pay range are eligible for longevity awards.
 - i. Otherwise eligible employees, who for brief periods of time are paid at less than the pay range maximum due to rounding adjustments that occur during implementation of new general salary plans or adjustments to the pay structure in conjunction with merit increases will be considered to be at the pay range maximum.
 - ii. Employees are eligible for longevity awards provided the employee was not in a leave-without-pay status (except for military LWOP or workers' compensation leave) for more than 6 months in the 12 month period since the last merit date.
 - c. If funded, longevity awards will be non-cumulative lump-sum awards paid in December of the year funded.
 - i. Otherwise eligible employees must be employed or in a leave-without-pay status at the time the longevity awards are distributed.
 - ii. Longevity awards will be a percentage of the employee's annual base salary.
 - d. If a performance evaluation has not been completed within a 75 day period after the employee's anniversary date, Human Resources will grant the longevity award based on the employee's most recent performance evaluation.
 - e. The forgoing will not be implemented when Human Resources has been notified of a pending grievance relating to work performance during the evaluation period or if the employee was physically unavailable to be evaluated during the 60 day period.
 - f. Longevity Increase
 - i. If approved by the Council, merit employees may be granted a longevity increase but not more than once in a three year period.
 - ii. A longevity increase refers to a cumulative base pay increase and not a lump sum or contribution to an employee's 401k account.
- E. Awards and Bonus Plans
- 1. An Administrator may give a discretionary award to an employee for exceptional performance that contributes to higher productivity goals or other recognizable achievements beneficial to the county and its citizens. The award may be in the form of cash or paid administrative leave. Any cash award may not exceed \$1,000 without County Council approval. Any paid award leave may not exceed five working days.
 - 2. The County encourages Administrators to establish plans that reward employees for outstanding performance. Administrators will utilize the [bonus plan form](#) when submitting a plan for approval.
 - 3. Eligibility for participation in a bonus plan:
 - a. Bonus plans may be developed for any employee or class of employees and are normally submitted on a Division or Section basis.
 - b. Written proposals for bonus plan will be on an employee or group basis and any or all incumbents in the specified group within the division or office covered under the bonus plan will be equally eligible.
 - 4. A bonus plan will be in writing and include the following:
 - a. A description of the performance needed to receive the bonus.
 - b. A description of the efforts made to make the plan available to all qualifying employees.

Salt Lake County Human Resources Policy 5-100: Pay Practices

- c. The time frame for the bonus plan.
 - d. The amount of the bonus to be awarded.
5. Bonus plans for a department, office or division must be approved by the department director or elected official prior to being submitted to the Human Resources Director and the Mayor for approval.
6. All bonus payments are taxable compensation that must be processed through the payroll system.
- F. Overtime and Compensatory Time for FLSA Non-Exempt, Career Service Merit Employees
 1. Human Resources will classify each employee as exempt or non-exempt under the [Fair Labor Standards Act](#).
 2. Any non-exempt employee who works more than forty hours in a workweek will be paid one and one-half times their regular rate of pay for each hour worked in excess of 40 unless the employee requests compensatory time off. Employees may [request in writing compensatory time off](#) in lieu of cash payment prior to working the overtime hours.
 3. An Administrator may require an employee to work overtime.
 4. An employee may not work overtime without prior approval.
 5. Holidays, vacation, sick leave, compensatory time used and other paid leave such as jury duty, military leave and funeral leave will not be counted as time worked when calculating the number of hours an employee has worked.
 6. FLSA non-exempt employees working in emergency response or seasonal activities may only accumulate 480 hours (320 overtime hours actually worked). All other employees may only accumulate 240 hours (160 overtime hours actually worked). Any hours worked beyond these amounts will be paid.
 7. An Administrator may require an employee to use compensatory time off. Administrators will work with employees to schedule compensatory time off within a reasonable period.
 8. Compensatory time that is not used within two years will be paid.
 9. A terminated FLSA non-exempt employee with compensatory time will be paid for that time at the employee's final regular rate or at the employee's average rate of pay over the last three years whichever is higher.
 10. If the County requires a non-exempt merit employee to work on a premium holiday, the County will pay premium holiday pay for the actual hours worked on the holiday. Premium holiday pay is paid at one and one-half (1 ½) times the employee's regular rate for each hour worked in addition to holiday pay. Exempt and temporary employees are not eligible for premium holiday pay. An employee who works a premium holiday and takes another day off as the substitute for the holiday will not receive holiday pay for having worked the premium holiday but will be compensated at one and a half times for the actual hours worked during the premium holiday. Holiday pay will be granted on the day the employee is taking off as the substitute holiday.
- G. FLSA-Exempt employees do not accrue overtime or compensatory time unless approved by their Department Director or Elected Official.
 - a. Any overtime or compensatory time will accrue at straight time.
 - b. Each Department Director or Elected Official will adopt written internal policies regarding compensatory time off for FLSA-Exempt employees.

Salt Lake County Human Resources Policy 5-100: Pay Practices

- c. If permitted by the Department Director or Elected Officials, FLSA-Exempt employees may not accrue more than 80 hours of overtime or compensatory time.
 - d. Any accrual of overtime or compensatory time may not for FLSA-Exempt employees be paid out in cash, nor can it be transferred to another department.
 - e. In the event of a disaster or emergency declaration by the Mayor, all employees (FLSA-exempt and non-exempt) will record all hours worked, including time in excess of forty hours per week. FLSA-exempt employees will be paid for overtime hours worked if a disaster or emergency is declared by the Mayor at the rate of one and one half (1 ½) times the regular rate for actual hours worked in excess of forty in a standard work-week, for all overtime hours worked during the declared disaster or emergency.
- H. Overtime and Compensatory Time for Temporary Employees
- 1. Temporary appointments are subject to the overtime provisions of the [Fair Labor Standards Act](#).
 - 2. Overtime hours for eligible temporary employees are accrued at one and a half times the hours worked.
 - a. Overtime hours are counted towards the 1,400 hours permitted in any calendar year.
- I. Each payroll unit is responsible for accurately recording information in the payroll system.
- J. County employees may not volunteer to perform the same services for the county they provide on a regular basis as a paid employee.
- K. On-Call Duty Assignments – FLSA Non-Exempt Employees
- 1. An administrator may assign an employee to be on-call. The Administrator must make such an assignment in advance. An on-call employee has freedom of movement in personal matters but is required by an administrator to be fit for duty, reachable and respond within a specified time frame of coverage for work beyond an employee's regular work schedule. On-call employees are restricted from doing anything that would impair their ability to perform their jobs safely if called back to work.
 - 2. An office or division may not require an employee to be on-call unless it has a standard operating procedure that requires an on-call employee to respond in a specified period of time. Employees will perform work telephonically or electronically when possible.
 - a. An Administrator will monitor the frequency of calls to ensure that an employee has the freedom to effectively use the on-call time for their own purposes.
 - b. An employee will not receive on-call compensation unless an Administrator required the employee to be on-call.
 - c. An employee assigned by the Administrator to be available for on-call work will be compensated for on-call time at a rate of four hours of straight time pay for each week of 168 continuous hours the employee is assigned to be on call. For periods of less than seven (7) days the minimum premium pay will be pro-rated and rounded to the nearest whole hour: (6 days = 3 hours; 5 days = 3 hours; 4 days = 2 hours; 3 days = 2 hours; 2 days = 1 hours; 1 days = 1 hours).
 - d. Employees will record the time as "on-call" on their time sheet corresponding to the day the on-call time was earned; on-call time will not be recorded as hours worked.
 - e. An employee who voluntarily agrees to be reachable is not considered to be on-call. This includes an employee who is provided County-issued equipment, such as a pager, cellular phone, second telephone line or other means of communication. County issued

Salt Lake County Human Resources Policy 5-100: Pay Practices

equipment or service is provided as a means of communication between the employer and employee and does not constitute on-call status for the employee, or a job requirement to be on-call as a condition of employment.

3. An office or division may not require an employee to return to work on a call-back unless it has a standard operating procedure that meets the following requirements;
 - a. Employees will perform work telephonically or electronically rather than physically returning to work whenever possible.
 - b. Employees will record the time as call-back on their time sheet corresponding to the day the time was earned.
 - c. An employee required to return to work will be credited with one and one half hours (1 ½) of call back time paid at an employee's regular hourly rate. This time will not be recorded on the employee's time sheet as hours worked.
 - d. An employee will record either the actual time worked or one hour, whichever is greater, as actual time worked.
 - e. Home-to-work and work-to-home travel during a call back situation will be considered work time and will be included as hours worked and credited for overtime pay purposes.
- L. Court Compensation for Sheriff's Office Sworn Employees
 1. Employees will receive their regular rate of pay for a court appearance as a juror/witness subpoenaed by a government agency when the appearance is required during the employees regular scheduled working hours. Employees are not entitled to the witness/jury fee while receiving their regular rate of pay.
 2. Employees will receive compensation for court or official hearing appearances as a witness, subpoenaed by a government agency while off-duty, using the following criteria:
 - a. Off-duty appearances are considered time worked and will be documented on the employee's timecard.
 - b. The employee will be compensated from the time of the required appearance until the time released by the prosecutor or other authority.
 - c. Minimum compensation is three hours. If an employee is required to stay past three hours, the actual time worked will be paid. Travel time to and from appearances is not time worked.
 3. When an employee is required to appear on two or more separate appearances in one day, the employee will receive compensation for each appearance only if the time lapse between subpoenas is at least three hours.
 - a. If the employee is required to appear on a subpoena before a regular shift the subpoena must reflect the employee's appearance was required at least three hours before the regular shift to receive the minimum three hour pay. Otherwise, the employee will be compensated for the time actually worked.
 - b. If an employee is required to remain in court past the end of the regular shift, the employee will be paid for actual time worked.
 4. Court preparation time for cases arising out of the employee's official duties will be considered time worked. Supervisors will determine whether court preparation will be completed on-duty or off-duty.
 5. Compensation requests for off-duty court appearance and off-duty court preparation time for cases arising out of the employee's official duties will be recorded on the timecard.

Salt Lake County Human Resources Policy 5-100: Pay Practices

- a. A copy of the subpoena showing the beginning time, release time, and signature of prosecutor or other authority, and the witness fee check must be submitted to the Sheriff's Office Payroll Unit.
 - b. Employees reporting to Salt Lake County Justice Court on a subpoena while off- duty will be required to sign the Justice Court log to verify their appearance.
 - c. To receive compensation, employees must submit the required signed subpoena, witness fee check (if applicable), and timecard.
6. Any income earned from an employee's secondary employer for court appearances during the employee's Sheriff's Office scheduled working hours shall be turned over to the Sheriff's Office Fiscal Division.

III. References

- A. Uniformed Services Employment & Reemployment Rights Act ("USERRA"),
- B. 38 U.S.C. §§ 4301-4335
- C. Fair Labor Standards Act of 1938 as amended
- D. County Personnel Management Act, Utah Code 17.3301-16
- E. Countywide Policies and Procedures.
 1. Authorization and Payment of Travel Related Expenses – No. 1019
- F. Human Resources Policy:
 1. 1-200, General Definitions