
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

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EFFECTIVE DATE: 11/10/08
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12/19/23
AUTHORITY: BOC
COUNTY MANAGER: AO

SUBJECT: RATES OF PAY

I. Purpose:

To establish a policy on rates of pay.

II. Policy:

2.1 Compensation Plan

Each regular position will be assigned to a class and pay grade in the compensation plan. Assignment to a pay grade will be based on the relative level and complexity of the duties, responsibilities, and authority of the job. The HR Director shall determine the salary ranges based on these considerations:

- a. Rates paid by the employer for comparable work;
- b. Internal relationships of other job classes in the same or similar occupation;
- c. Rates paid by other employers for comparable work;
- d. Other financial commitments of the employer; and
- e. Funds available to the employer for salaries.

The HR Director, subject to approval of the County Commission and to the terms of any applicable collective bargaining agreement, may adjust the minimum and maximum for each salary range periodically as changes in any of the factors listed above occur or to recruit and retain qualified employees for each job.

2.2 Hiring Rate of Pay

The normal hiring rate for new employees is the first step of the pay range for the position's classification. For the temporary time period of December 4, 2023, through June 30, 2024, the hiring rate is step 2. For the temporary time period of July 1, 2024, through the last full pay period in June 2025 the hiring rate is step 3. The HR Director may authorize advanced step appointments in accordance with Section 2.3.

2.3 Advanced Step Hire

Fairness and equity in the administration of the compensation plan will be maintained when making advanced step hires for new employees. The HR Director, with concurrence from the County Manager and when funds are determined to be available by the Comptroller, may authorize advanced step appointments when the following circumstances exist:

1.
 - a. The applicant's qualifications indicate that s/he will perform at a level commensurate with the requested step; and
 - b. Other applicants with similar qualifications not requiring an advanced level salary are unavailable; and
 - c. Funds are available in the hiring department's budget to pay the higher rate; and
 - d. Advanced hire rate will not exceed the step commensurate with current employees of comparable education, experience, and skill levels.

OR

2.
 - a. When required to address an urgent and critical recruitment need as determined by the HR Director; and
 - b. Funds can be made available in the hiring department's budget to pay the higher rate.
 - c. If the HR Director determines a disparity will occur due to an accelerated hiring rate during an urgent and critical recruitment, an adjustment of steps may be granted to current employees of comparable education, experience, and skill levels to maintain an equitable relationship in the status of steps among employees within the same class series.

2.4 Flat Rate Salaries

Certain job classes may be assigned to flat rates of pay in the compensation plan. Employees in classes assigned to a flat rate of pay are not eligible for step increases.

2.5 Casual (Intermittent Part-Time) Worker Rate of Pay

The employer will pay casual workers as appropriate for the type of work performed. Students receiving school credit for work may be paid at a rate established by the HR Director for student interns. The HR Director may adjust the rate of pay consistent with the procedures for merit rate of pay increases as provided in Policy 507.

2.6 Salary on Promotion, Transfer, Demotion, Reclassification, and Reallocation

- a. Except as may otherwise be provided by a collective bargaining agreement, a regular employee who is promoted to a new classification will move to that step in the range for the new class which provides no less than 5 percent pay increase from the employee's current regular rate of pay, not to exceed the top step in the range for the new class.

A promoted employee's salary shall not be less than the starting pay of the salary range for the new position. A promoted employee's adjusted pay shall be effective on the date so indicated in the offer letter and accepted by the employee.

- b. An employee who voluntarily transfers to a position at the same grade level will retain their current grade and step. An employee who voluntarily transfers from a position on a different salary schedule, to a position with the same (or comparable) maximum base rate of pay, will be placed at a grade and step closest to his/her current salary that does not provide a decrease. An employee who is reassigned by the County Manager or HR Director to a position classified at a lower grade level, through no fault of their own and the reassignment is for the good of the county, shall be placed in the lower grade level at a step which is closest to their current salary. If the employee's current salary exceeds the top step of the lower pay range the employee may be Y-Rated.
- c. An employee who voluntarily demotes or voluntarily accepts employment to a position at a lower grade level, or with a lower maximum base rate of pay, will be placed at their current step in the lower grade.

At the discretion of the HR Director and concurrence of the County Manager: If funds can be made available in the hiring department's budget to pay the higher rate, AND if it is determined the voluntary demotion is advantageous to the county, the employee will be placed in the lower grade at a step which is closest to their current salary. If the employee's current salary exceeds the top step of the lower pay range the employee will be paid at the top step.

- d. An employee who is involuntarily demoted as a result of not successfully completing the probationary period related to a promotion, will be placed at the grade and step they held prior to the promotion. An employee involuntarily demoted as a result of disciplinary action will be placed at a grade and step consistent with the disciplinary decision as provided in Policy 1001.
- e. Reclassification to a class at a higher grade level or with a higher salary range is treated as a promotion for purposes of compensation. An employee in a position that is reclassified to a class at a lower grade level, or a lower salary range, through no fault of the employee, will be placed in the lower grade level at a step which is closest to their current salary. If the employee's current salary exceeds the top step of the lower pay range the employee will be Y-Rated. Reclassification to a class at the same grade level, or salary range, is treated as a transfer for purposes of compensation.
- f. Reallocation of an existing class:
 - 1. To a higher salary range is NOT a promotion. An employee in a class that is reallocated to a higher salary range shall be placed at a step closest to his/her current salary that does not provide a decrease.

2. To a lower salary range shall be placed at the step closest to the employee's current salary that does not provide a decrease. If the employee's current salary exceeds the top salary of the lower pay range the employee will be Y-Rated. (refer to Y-Rate in section 2.7)

2.7 Y-Rate

The employer may pay an employee, who is reduced to a lower class as a result of reclassification, reallocation, or county directed reassignment not associated with layoff or discipline, at his/her current rate of pay which is above the top step of the range or between steps of the range. This rate shall be known as a "Y-Rate." At the discretion of the employer, assignment to such a rate of pay is available to employees who are fully qualified to perform the work of the lower paid class.

An employee who is at a Y-rate above the top step of the range for the new (lower) class shall continue to receive the Y-rate while employed in the new class until a change in the rate of pay for the employee's new class causes the top step of the new class to be equal to or greater than the employee's Y-rate.

An employee who is at a Y-rate which is between the steps of the range for the new (lower) class shall continue to receive the Y-rate until a change in the rate of pay for the employee causes the rate for the step in the range to which the employee is entitled to exceed his/her current rate of pay.

Employees who are Y-Rated will be eligible to receive approved cost of living adjustments for the class they hold.

2.8 Discussion of Wages

NRS 613.330 states it is unlawful to discriminate against an employee for inquiring about, discussing, or voluntarily disclosing information about wages. This does not apply to any employee who has access to or information about the wages of other employees as part of their essential job functions and discloses that information to a person who does not have access to that information unless the disclosure is ordered by the Labor Commissioner or court.

2.9 Step Adjustment

The pay step for employees will be adjusted upward one step effective December 4, 2023. The pay step for employees will be adjusted an additional one step effective July 1, 2024. These are one-time only step adjustments. Employee anniversary dates will not change based on these step adjustments.

Effective December 4, 2023, employees currently at step 10 will receive a pay adjustment commensurate with the one step adjustment. Employees reaching step 10 on their anniversary date will be entitled to receive a pay adjustment commensurate with the step adjustment. Eligibility for this subsequent pay adjustment must comply with Policy #507, Scheduled Salary Step Advancement.

Effective July 1, 2024, employees currently at step 10 will receive a pay adjustment commensurate with the additional one step adjustment. Employees reaching step 10 on their anniversary date will be eligible to receive a pay adjustment commensurate with the step adjustments. Eligibility for the subsequent pay adjustments must comply with Policy #507, Scheduled Salary Step Advancement.

III. RESPONSIBILITY FOR REVIEW: The HR Director will review this policy every 5 years or sooner as necessary.