

Salary Policy

Delaware County Board of Developmental Disabilities

Board Review Date: December 2010
Board Resolution # 10-12-10
Effective Date: January 1, 2011
Next Review Date: December 2011
Reviewing Department Administration

The Salary Policy and ranges will be reviewed and may be adjusted annually. For each position or class of positions, the Board adopts and maintains a minimum and maximum salary and annual work hours. Range is the difference between the minimum and maximum salary.

The Superintendent shall determine appropriate placement and experience credit for all employees in accordance with this policy. An employee who disagrees with placement or salary must appeal in writing within fifteen (15) calendar days of salary notification. The Superintendent shall respond to the appeal within fifteen (15) calendar days. If the employee disagrees with the decision of the Superintendent, the employee then has fifteen (15) calendar days to appeal the decision to the Board. After this appeal period, no adjustment in salary will be considered.

Experience required to meet the minimum qualifications for the position shall not also be considered for credit for placement in the salary range. Appointments will ordinarily be made at the minimum salary for a position. Range experience credit for new employees will be granted only for experience that is comparable in duties and which directly relates to the position being applied for. The Superintendent may grant range experience credit to the mid-point of the range. Only the Board can grant credit beyond the mid-point of the range.

Adjustment Range Factors – Previously we established Adjustment Range Factors to account for individuals who have completed credentialing above their position requirements and for those who are working in positions that expect educational credentials above what the employee currently holds.

Exceeding Criteria - When an employee gains education or credentials above the requirements for their position we adjust their Range Factor by the following increases:

- .10 For professional certificate related to their position (i.e. IAAP, Help Me Grow Service Coordinator)
- .10 For Associate Degree when no degree is required
- .15 For Bachelors Degree when no degree is required
- .20 For Masters Degree when Bachelor's degree is required
- .10 Department Heads who complete all requirements for Superintendent Certification and are awarded a certificate
- .10 Department Heads who complete Superintendent Development program

Under Criteria - When an employee is working in a position that normally expects a degree and the employee does not hold the degree the employee will be placed on a pay scale at the following Range Factor (RF) reduction from the standard scale for that position and will be capped at the Maximum Range Factor indicated for experience or performance.

Bachelor's Degree for a Master's Degree position	.10	Max FR = .90
Associates Degree for a Bachelor's Degree position	.15	Max RF = .85
High School Diploma for a Bachelor's Degree position	.20	Max RF = .80

The employee must obtain required certification credentials for the position within the timelines required by the certificate.

For current employees promoted into a higher classification where the application of the above rules would result in lower pay, the employee shall be placed on the range on the high pay scale at a place where they are above their current salary.

The salary year for the purpose of the annual program calendars, leaves, allowances and management contracts shall normally begin January 1st of each year. Staff coming or leaving during the salary year shall have their annual salary adjusted for workdays missed per the program calendar. The effective date for salaries for all 12-month employees shall commence on the first day of the pay period that includes January 1st. Salaries shall generally be

paid in 26 equal installments. Should the County Auditor determine that within a calendar year there will be 27 pay days, the bi-weekly salary shall continue to be determined by dividing the salary by 26 pays in order to ensure the bi-weekly salary is not reduced by the occurrence of 27 pays in a particular salary year. The typical salary year is determined to be 260 paid days. However, depending if the calendar year starts and ends on a week day and if the year is a leap year, the actual number of paid days could be as many as 262 days. For standard calculation purposes, the factors of the number of pay periods and the actual paid days in any particular year shall be off setting considerations and shall not change the determination of bi-weekly pay and daily rates once determined by these standard factors.

In order for an employee to be eligible for the full annual range increase (10% of the salary range), the employee must have been hired and begun work on or before March 1st of the prior year and continue for the remainder of the salary year without interruption of active pay status. Days on inactive pay status will be added (making it later) to the employee's starting date for that salary year. If a temporary or substitute employee is subsequently hired in the same or similar position, the actual days worked will be credited to (making it earlier) the effective starting date. Such credits are limited to one calendar year prior to the full time start date. Annual range increase shall be 1% of the range per full month of employment not to exceed 10%.

For individuals beginning employment after March 1st, they shall receive 1% of the range for each full month from March to December. Leave without pay adjusts the starting date as above. This accumulative percentage is called the "range factor" and shall be cumulative to a maximum of 100%. Actual salary is determined by minimum salary + (range x range factor). Nothing in the policy or salary ranges shall imply nor guarantee salaries, range increases or benefits beyond the term of this policy.

An employee shall begin receiving credit for completion of education requirements at the beginning of the first pay period after the Superintendent receives satisfactory proof of degree. The responsibility to secure and provide proof is the employee's.

Employees who are scheduled to work more or less than the annual work hours defined on the pay scale shall be paid based upon an hourly proration.

Substitutes will be paid at the base hourly rate for the position for which they are substituting.

Salaries are paid by voucher drawn by the County Auditor and are received on a biweekly basis. Pay periods are fourteen (14) days in length, with each period beginning on a Saturday. Salaries are paid on alternate Fridays, fourteen (14) calendar days after the close of each pay period. No provision is made for partial or advance payment.

Direct deposit of pay to a bank account is available through the County Auditor. During seasonal breaks, seasonal employees may pick up their checks at the respective program office, or provide the respective program office with a self-addressed, stamped envelope for mailing. If checks are not mailed or picked up, they will be available the first day on which the seasonal employee returns to work, but in no case will checks be held beyond 30 days. Checks will be returned to the County Auditor's Office after 30 days.

Federal, state and some city ordinances or school districts with an approved income tax require that taxes be withheld from each salary payment. Employees are required to complete tax-withholding forms upon initial employment and to inform the Administrative Office on the required form of any changes in withholding exemptions or residence whenever such change occurs. Deduction for Medicare will be made for employees hired after April 1, 1986 as required by law.

A 10.0% deduction from each pay is currently made for employees under the Ohio Public Employees Retirement System (O.P.E.R.S.) and the State Teachers Retirement System (S.T.R.S.), the employee deduction is 10.0%. State law establishes the deduction rate for O.P.E.R.S. and S.T.R.S.