

CORPORATE POLICY

SUBJECT: The Pay Plan – Composition and Definitions	CATEGORY: Human Resources
	ORIGINAL DATE: December 13, 1983
	REVIEWED DATE: November 28, 2017
	REVISION DATE: November 28, 2017

I. **POLICY:**

The Pay Plan shall include all pay schedules as recommended by the Director of Human Resources and the Executive Director and approved by the Board of Health. Each schedule will consist of minimum, midpoint and maximum rates of pay. Steps may be provided for as appropriate. The following are definitions of terms used in this plan:

- **Base Salary** – A given dollar amount of pay designated within the salary range assigned to a classification. The base salary is the salary used to compute overtime pay or deductions for time not worked.
- **Comparable Classifications** – Two (2) or more classifications that are the same salary grade.
- **Creditable Service** – All service in full or regularly scheduled part-time pay status within any given classification.
- **Demotion** – An assignment of an employee from a higher level position to a lower level position for justifiable causes.
- **Differential** – The additional compensation added to the base salary of an employee resulting from conditions of employment imposed on him during the normal schedule of work.
- **Entrance Salary** – The initial base salary assigned to a newly hired employee.
- **Promotion** – An assignment of an employee from a lower level position to a higher level position.
- **Capability Promotion** – A promotional opportunity within a market recognized, pre-authorized job series.
- **Reclassification** – The change in the classification of an existing position resulting from significant changes in assigned duties and responsibilities.
- **Re-evaluation** – The assignment of a different salary level to a class based upon change in relation to other classes or to the labor market.
- **Salary Adjustment** – Any change in the salary rate caused by a previous computation error or in the best interest of the Health Department.
- **Transfer** – The assignment of an employee to a vacant position of the same classification within another organizational unit.
- **Range** – The range of pay of a designated pay grade in a Salary Schedule having a minimum, mid-point and a maximum.
- **Job** – A collection of duties performed by an individual.
- **Job Classification** – A grouping of jobs that are considered substantially similar for pay purposes (i.e., Patient Care Representative, Public Health Assistant).
- **Job Family** – A series of progressively higher, related jobs that are distinguished by levels of knowledge, skills, abilities, education and other factors, providing promotional opportunities that encompass additional responsibilities over time.

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- II. SCOPE:**
All Lake County Health Department and Community Health Center employees.
- III. PROCEDURE:**
None
- IV. REFERENCES:**
None
- V. AUTHORS/REVIEWERS:**
Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee.
- VI. APPROVALS:**
Lake County Board of Health President

Signature: _____ Date: _____