

LEVY COUNTY
 BOARD OF COUNTY COMMISSIONERS
 PERSONNEL POLICIES AND PROCEDURES

Subject: SALARY ADMINISTRATION	Effective Date: August 3, 2004	Number: 301
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended:	Page: 1 of 1

Policy:

It is the policy of Levy County to pay compensation that is nondiscriminatory and competitive. However, all compensation policy decisions must take into consideration Levy County's overall financial condition.

Comments/Procedures:

- (1) The Human Resource Manager is responsible for coordinating the continuing internal review of all compensation and for making sure that each job is evaluated and assigned a job grade and salary range. This review should determine whether compensation accurately and fairly reflects each individual's responsibilities and performance.
- (2) The Human Resource Manager will, when considered appropriate, participate in or conduct compensation surveys covering other employers with similar jobs. This and other available information should be used to help set pay policy and to determine the relative competitive position of Levy County's pay structure.
- (3) New non-management employees will be hired at the first step on the pay plan for the assigned classification. If a new employee is to be hired at a higher step on the pay grade, such higher pay plan shall be subject to the approval of the [Board of County Commission County Coordinator](#).
- (4) When the County Coordinator determines that the duties and responsibilities of a classification are not appropriately described in any existing specification, he/she may create a new classification and assign said classification to a pay grade on pay plan.
- (5) When the County Coordinator determines that a classification is no longer needed, he/she may abolish that classification.
- (6) Supervisors should make clear that overall compensation includes numerous non-cash benefits and that Levy County contributes to Social Security and unemployment insurance on each employee's behalf.
- (7) Employees who have questions about Levy County's salary administration and benefits program should direct their concern to their supervisor, department head, or the Human Resource Manager.