
**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

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AUTHORITY: BOC
COUNTY MANAGER: J. RD
PAGE 1 OF 6

SUBJECT: COMPENSATION

- I. PURPOSE:** To establish policy and procedures for compensating employees.
- II. POLICY:** The County shall utilize a standard compensation structure for all employees, which will be maintained to meet all criteria associated with the concepts of internal and external equity. The structure will be monitored to ensure the maintenance of a fair and equitable pay system that will assist the County in recruiting and retaining a highly competent work force.
- A. CLASSIFICATION/COMPENSATION PLAN:**
Jobs with similar duties and responsibilities are assigned to the same salary grade. Each salary grade will consist of a minimum, midpoint, and maximum pay rate. Employees may progress in pay via pay for performance merit increases and salary adjustments between the minimum and maximum salary rates. Employee pay rates will not exceed the maximum pay rate. The only positions authorized to exceed the maximum pay rates within ranges are those which are redlined or frozen due to a change in the County's compensation plan and approved by the Board of County Commissioners.
- B. ESTABLISHMENT OF NEW CLASSIFICATIONS AND RESTRUCTURING OF A POSITION'S RESPONSIBILITIES:**
1. Data necessary to analyze positions and determine accurate placement of classifications within the compensation structure will be gathered through job analysis and/or 'desk audits', which will be administered through Human Resources.
 2. When there is an indication that an employee is working above or below the established responsibilities for a position, a study may be initiated at the request of a Department Head/Elected Official, which will be conducted in accordance with the Reclassification policy.
- C. HIRING NEW EMPLOYEES:**
1. New employees will normally be hired at the entry level (minimum pay rate) of the appropriate pay grade.

200.11

2. Management will have the authority to hire employees up to ten percent above the minimum of the salary range, if needed. In specific hiring situations, the Department Head/Elected Official may submit for the County Manager's authorization a hiring rate up to the mid-point of the applicable salary range, with supporting documentation demonstrating the specific need for the higher starting salary.
3. The Board of County Commissioners may authorize a hiring rate above the mid-point of the applicable salary range. The Board will be provided with supporting documentation demonstrating specific recruitment needs and/or skills and knowledge possessed by the applicant when such a request is initiated.

D. PROMOTIONS, DEMOTIONS AND TRANSFERS:

Promotions, demotions and transfers will be administered in accordance with established policies.

E. WORKING ABOVE CLASSIFICATION:

1. Where an employee is assigned in writing on a temporary basis to perform the full range of duties of a higher classification for eighty (80) or more working hours, the employee will receive 5% above normal base pay for non-supervisory duties.
2. When an employee is assigned in writing on a temporary basis to perform the full range of supervisory duties of a higher classification for forty (40) or more working hours, the employee will receive 10% above base pay for supervisory duties.
3. When an employee is assigned in writing on a temporary basis to perform the full range of supervisory or management duties of a higher classification for forty-five (45) or more calendar days, and the employee's supervisor determines the employee is acting in the role of the higher classification, the employee may receive either the minimum of the pay range of the higher classification or 10% above the employee's base pay, whichever is greater.
4. Working Above Classification pay will be paid retroactive to the first day such duties were fully assumed.

F. CALL BACK:

1. Call Back Defined
Call-back is defined as compensation earned for returning to duty after an employee has completed a regular shift, is off duty for any period of time, and is requested to return to duty with less than 12 hours notice. An employee called to return to work while on Standby Status, described in Subsection H, has notice that he/she may be requested to return to duty and therefore does not qualify for call back pay.
2. Call Back Pay
Call back is paid at one and one-half (1.5) times the employees hourly rate and is paid for a minimum of two (2) hours or time actually worked,

200.11

whichever is greater. There will be no overlapping of premiums in that if an employee works less than two (2) hours on the initial call-back and is then called back on duty a second time during the initial two hour period. The employee will not be entitled to additional overtime pay unless the total time worked for both call-backs exceeds two (2) hours. In such cases, the employee will be paid for the total hours worked.

3. Call Back and PERS

The State of Nevada Public Employees' Retirement System (PERS) has set forth the following policies for when call-back compensation is eligible for PERS:

For employees with an effective date of membership on or before June 30, 2008: Call-back is defined as compensation earned for returning to duty after a member has completed his regular shift, is off duty for any period of time, and is requested to return to duty with less than 12 hours notice.

For employees with an effective date of membership on or after July 1, 2008: Except as it may conflict with NAC 284.214, call-back is defined as compensation earned for returning to duty after a member has completed a regular shift and is requested to return to duty with less than 12 hours notice to respond to an emergency, except for any member who is: (1) called into work while on standby status, (2) not required to leave the premises where he or she is residing or located at the time of notification in order to respond, or (3) called back to work if the work begins 1 hour or less before or after his or her scheduled work shift.

For employees with an effective date of membership on or after January 1, 2010: Call-back is defined as compensation earned for returning to duty within 12 hours after one's regular working hours to respond to an emergency. "Emergency" means a sudden, unexpected occurrence that is declared by the governing body or chief administrative officer of the public employer to involve clear and imminent danger and require immediate action to prevent and mitigate the endangerment of lives, health, or property.

G. SHIFT DIFFERENTIAL:

1. For actually working any assigned shift in a department having a 24-hour operation, an eligible employee will receive an additional \$2.00 per hour for each hour actually worked between the hours of 9:00 p.m. and 7:00 a.m. as shift differential pay. The Department Head/Elected Official shall have full discretion to assign an employee to work qualifying shifts.
 - a. Exempt employees are eligible for shift differential when assigned to a

200.11

qualifying shift for a minimum of 5 consecutive work days.

H. STANDBY STATUS:

1. Standby Status means a non-exempt employee who is off duty, but is assigned to be available to perform occasional work, if necessary. The employee is not required to remain on the employer's premise(s) and may leave his/her residence, but must:
 - a. Remain available for notification to work during specified hours;
 - b. Be ready to respond in a reasonable time to calls for their services;
 - c. Be readily available at all hours by telephone or other communication devices;
 - d. Refrain from activities which might impair the employee's ability to respond to a location, answer a call or otherwise perform their duty; and
 - e. Allowed to use the time during which he/she is waiting for notification to work for his/her personal pursuits.
2. Standby Status shall be assigned in writing and shall be compensated at a rate of \$4.50 per hour.
3. Any non-exempt employee who is on Standby Status and begins the performance of his/her regular duties after being contacted to work ceases to be on Standby Status and qualifies for regular or overtime pay at a rate of one and one-half (1.5) times his/her normal base hourly wage for actual time worked, whichever is applicable, consistent with Title 20 of the Nevada Revised Statutes. Upon completion of the work, he/she returns to Standby Status for the remainder of the time he/she has been directed to be available to work.
4. An employee shall continue to receive the Standby Status pay provided in subsection 2 for any hour where regular or overtime pay is received for actual time worked and the actual time worked is less than an hour. If an employee receives regular or overtime pay for the entire hour, the employee will not receive Standby Status compensation for that hour.
5. Exempt employees are not entitled to Standby Status pay.

I. PROFESSIONAL CONSULTATION STATUS:

1. Professional Consultation Status means an exempt employee who is off duty, but is assigned to be available to perform occasional work, if necessary. The employee is not required to remain on the employer's premise(s) and may leave his/her residence but must:
 - a. Remain available for notifications to respond to inquiries or report to work as appropriate;
 - b. Be readily available at all hours by telephone or other communication devices;
 - c. Refrain from activities which might otherwise impair the employee's ability to respond to a location, answer a call, or otherwise perform their duty; and
 - d. Allowed to use the time during which he/she is waiting for notification to

200.11

work for his/her personal pursuits.

2. Professional Consultation Status shall be assigned in writing by the employee's supervisor and shall be compensated at a rate of \$100 per day.
3. The Town of Minden, Elected Officials, and the appointed Public Guardian are specifically excluded from eligibility for this compensation.
4. Exempt employees, whether assigned to Professional Consultation Status or not, are not eligible for overtime compensation or compensatory time off for hours actually worked and are exempt from the provisions of the Fair Labor Standards Act and other similar regulations.

J. PEACE OFFICER STANDARD TRAINING INCENTIVE (P.O.S.T.):

1. The following positions are eligible for P.O.S.T. incentive payment, to recognize achievement of a P.O.S.T. certificate beyond the certification required for the respective positions. Incentive payment will begin in the pay period following certification submittal, review, and approval and will continue each pay period for which a qualifying position is held thereafter.
 - a. Captain and Undersheriff – compensation for only the highest-level certification held qualifies for the correlating per pay period incentive as indicated below:
 1. Supervisor - \$67
 2. Management - \$77
 3. Executive - \$96
 - b. DA Investigator and Senior Investigator; Juvenile Probation Officer, Senior Juvenile Probation Officer, Chief Deputy Juvenile Probation Officer, Chief Juvenile Probation Officer; Alternative Sentencing Officer and Chief Alternative Sentencing Officer - \$58 per pay period to recognize only the single highest certification achieved beyond the requirement identified in the job description.

K. CAPTAIN EXTRA DUTY PAY:

1. Captains of the Sheriff's Office are eligible for additional compensation for additional assignments they are assigned in writing to command, beyond their Sheriff's Office Division assignments. Potential assignment examples include, but are not limited to, SWAT Commander, Crisis Negotiations Commander, Range Master, Honor Guard Commander, and K9 Commander. Incentive payment will be \$39 per pay period for each period such an assignment is made.

III. PROCEDURE:

A. WAGE AND SALARY SURVEYS:

1. At the direction of the County Manager, an annual wage and salary survey may be conducted to secure updated labor market wage data.
2. When movement is warranted, the competitive pay rate for each County position may be adjusted for internal equity ~~and/or~~ to reflect the competitive

200.11

labor market. The adjustment is subject to budgetary and other considerations and is subject to approval by the Board of County Commissioners.

- B. **MAINTENANCE OF THE COMPENSATION/CLASSIFICATION PLAN:** Human Resources will be responsible for the continuous maintenance and administration of the Compensation/Classification Plan for the County. The review will include an analysis of prevailing rates of pay for similar positions in comparable labor markets by the wage and salary surveys, and will account for budgetary considerations and other related factors. On the basis of this information, the Human Resources Director will recommend to the County Manager changes to keep the Plan current, uniform and equitable. Such recommendations will be reviewed and approved or modified by the County Manager and submitted to the Board of County Commissioners for approval.

- IV. **RESPONSIBILITY FOR REVIEW:** The Internal Review Committee will review this policy as needed or at least once every 3 years.