

I.G. Wage and Salary Administration

The compensation plan intends to provide equal compensation for work of equivalent responsibility, pay according to work performance and/or outstanding service. Each position is rated according to experience, knowledge, training, duty complexity, leadership, effect of errors, communication, problem solving, physical demands, potential work hazards, stewardship and responsibility and education.

Employees are generally hired at the entry level of the position's pay grade, but may receive a different amount depending on experience and skill level.

~~Classified non-exempt (hourly) employees may receive an increase in pay based on the overall score of the performance appraisal. Employees who receive an overall rating of 3.0 or higher are eligible to receive a merit increase. Merit increases are based on the step an employee is in within his or her classification. Employees hired or promoted before January 1, 2017 who are at entry level up to a step two (2) will be eligible for a 2.5% increase. Once an employee reaches a step two (2) then the employee is eligible for a 5% increase annually until the employee reaches a step eight (8). Employees who reach a step eight (8) or higher are eligible for a 2.5% increase annually. Employees hired or promoted after January 1, 2017, shall only be eligible for a 2.5% increase annually.~~

~~Classified non-exempt (hourly) and classified exempt (salaried) employees may receive an increase in pay based on the overall score of the performance appraisal. Employees who receive an overall rating of 3.0 or higher are eligible to receive an increase in pay which is usually in the form of a percentage over the current salary level, up to, but not exceeding, the top of the salary scale for his or her job title as outlined in Section II.O. Performance Appraisals.~~

~~(MOVED TO SECTION II.O) All exempt and non-exempt merit increases will take effect the first full pay period of the month following the employee's annual anniversary of hire date or annual anniversary of promotion. (ie: November hire date increase effective first full pay period of December.)~~

~~Additionally, classified employees will receive a 1% cost of living increase at the beginning of each fiscal year.~~

Notwithstanding anything contained in this employee handbook to the contrary, all funding for increases in pay must be approved in the fiscal year budget by the Baldwin County Commission, in its discretion, and may be suspended and/or frozen at any time and for any reason deemed appropriate by the Baldwin County Commission.

~~(MOVED TO SECTION II.O) Increases shall not be approved if an employee's record indicates unsatisfactory job performance, including, but not limited to, any of the following:~~

- ~~1. Suspensions since the last evaluation date;~~
- ~~2. Two (2) documented disciplinary actions since the last evaluation date; or~~
- ~~3. Documented lack of care, misuse or negligence involving County property since the last evaluation date.~~

II.O. Performance Appraisals

The performance appraisal is a systematic method of appraising and strengthening an employee's performance. Supervisors make a rated evaluation based on factors such as job knowledge, job duties, leadership, promotion of accuracy, safety, communication, problem solving, stewardship and responsibility. He or she reviews the position description for any necessary changes and gives feedback about the employee's performance. Together, the supervisor and employee may develop goals to improve job skills and enhance performance.

The Baldwin County performance appraisal system is based on a scale of 1.0 – 5.0. An overall score of 3.0 or higher is deemed to be satisfactory. A score below 3.0 is deemed unsatisfactory, and a corrective action plan will be developed by the supervisor and employee, unless disciplinary actions, including, but not limited to, termination, is deemed necessary. The written performance appraisals will be reviewed with the employee and retained in the employee's personnel file.

Probationary employees will receive an evaluation prior to the end of the six (6) month probationary period. Probationary employees must receive a satisfactory evaluation of at least a 3.0 on a scale from 1.0 – 5.0 to be deemed a classified employee. If a probationary employee receives less than a 3.0 on the evaluation, then the evaluation will be considered unsatisfactory and the employee will be terminated. ~~Probationary employees will then be evaluated at the end of their first year of consecutive employment.~~ Probationary employees ~~hired on or after January 1, 2017,~~ are not eligible for a merit increase until he or she has completed one (1) consecutive year of employment and receives a score of 3.0 or higher on his or her one (1) year evaluation.

~~Hourly (non-exempt), non-probationary employees, hired before January 1, 2017, will be evaluated according to the step within the classification of the position in which the employee holds. If an employee is entry level through step two (2), an evaluation will be performed every six (6) months from the first day of the month following the date of employment until he or she reaches a step two (2). Once the employee reaches a step two (2) or higher, an evaluation will be performed annually.~~

~~Hourly (non-exempt), non-probationary employees, hired on or after January 1, 2017, will be evaluated annually and will receive a 2.5% or one (1) step merit increase if the employee scores a 3.0 or above on his or her evaluation.~~

Annual written performance appraisals will be performed on all non-probationary ~~hourly (non-exempt),~~ salaried (exempt) employees, and Appointed Employees, on anniversary of hire date or anniversary of promotion date. ~~The employee will receive a 2.5% merit increase if he or she scores a 3.0 or above on his or her evaluation. Classified exempt (salaried)~~ These employees may receive an increase in pay based on the overall score of the performance appraisal. Employees who receive an overall rating of 3.0 or higher are eligible to receive an increase in pay ~~which is usually~~ in the form of a percentage over the current salary level, up to, but not exceeding, the top of the salary scale for his or her job title. ~~Performance appraisal percentage increases are as follows:~~

Performance Appraisal Score		Merit Increase
<i>From</i>	<i>To</i>	
3.0	3.39	1.50%
3.4	3.79	2.00%
3.8	4.19	2.50%
4.2	4.59	3.00%
4.6	5.0	3.50%

All exempt and non-exempt merit increases will take effect the first full pay period of the month following the employee's annual anniversary of hire date or annual anniversary of promotion. (ie: November hire date increase effective first full pay period of December.)

Additionally, classified employees will receive a 1% cost of living increase at the beginning of each fiscal year.

Increases shall not be approved if an employee's record indicates unsatisfactory job performance, including, but not limited to, any of the following:

4. Suspensions since the last evaluation date;
5. Two (2) documented disciplinary actions since the last evaluation date; or
6. Documented lack of care, misuse or negligence involving County property since the last evaluation date.

When merit increases have been suspended and/or frozen by the Baldwin County Commission, evaluations will be conducted on an annual basis, with the exception of new employees which receive semi-annual evaluations for the first year of employment.

Notwithstanding anything contained in this employee handbook to the contrary, all funding for increases in pay must be approved in the fiscal year budget by the Baldwin County Commission, in its discretion, and may be suspended and/or frozen at any time and for any reason deemed appropriate by the Baldwin County Commission.

II.R. Promotions

Baldwin County continually strives to promote employees and fill job vacancies on an equal opportunity basis. **A promotion is defined as advancing to a different position of a higher pay grade with greater responsibilities that is not part of a position reclassification.** Promotions are based on an objective evaluation of each vacancy and the candidates involved. When possible, Baldwin County will promote from within and will first consider employees with the necessary qualifications and skills, unless outside recruitment is deemed to be in the best interest of the County. However, to be eligible for a promotion, the employee must be able to meet the requirements of the new position, must have satisfactory performance, must have held the current position for at least six (6) months, with the exception of employees within the same department doing similarly situated position duties, and must have no adverse disciplinary actions during the

same time period. All promotions will result in an hourly/salary rate increase of ~~no less than 5% 8% over the previous pay~~ **above the current annual salary or the minimum annual salary of the higher pay grade, whichever is greater.** ~~and no less than the lowest hourly rate/salary applicable for the new position.~~

~~Promotions approved after January 1, 2017 will have an annual evaluation date of the date of promotion and will follow the merit increase guidelines as outlines in Section I.G. Wage & Salary Administration.~~

Employees may view job postings ~~on the central job posting area outside in~~ the Personnel Department, ~~on~~ **at** various locations throughout the County system, **and** on the Baldwin County external web site (www.baldwincountyga.gov). ~~, or on the Baldwin County intranet (BCAP).~~ Selected openings may be advertised through various means.

Baldwin County reserves the right to fill department vacancies, which result in a promotion, within the employee's current department without posting the position.

Notwithstanding anything contained in this employee handbook to the contrary, all funding for increases in pay must be approved in the fiscal year budget by the Baldwin County Commission, in its discretion, and may be suspended and/or frozen at any time and for any reason deemed appropriate by the Baldwin County Commission.

I.F. Job Classifications

All job classifications are based on an analysis of the duties and responsibilities of each position and requirements of education, training, experience, skills, knowledge and abilities necessary for the position.

A position reclassification is defined as a position that is moved into a higher pay grade due to a significant increase in duties, changes in the department organizational structure, staffing requirements, etc. Reclassification will result in a salary increase of no less than 2.5% above the current annual salary or the minimum annual salary of the higher pay grade, whichever is greater.

New employees or employees transferring or being promoted to new positions shall receive a copy of the new position description. All classified positions and position descriptions shall be approved and funded by the Baldwin County Commission.

Position descriptions do not necessarily cover every task or duty that might be assigned, and additional responsibilities may be assigned as necessary. The Personnel Department keeps position descriptions on file.