

	<p style="text-align: center;">Wage and Salary Administration</p> <p style="text-align: right;"><i>Adopted on: 1/9/1987</i></p>
<p>Last Revision Date: 12/29/2024</p>	<p>Policy No. 4.2001</p>
<p>Last Enabling Resolution:</p> <p>253-2024/924-2024</p>	<p>Developer/Reviewer:</p> <p>Chief Human Resources Officer</p>

1. Purpose

The intent of this policy is to provide guidance on wage and salary administration.

2. Scope

This policy applies to all Sedgwick County employees, except employees on the Sheriff’s Office and District Attorney’s pay plans.

3. Policy Statement

This policy does not in any way constitute an employment contract. Sedgwick County reserves the right to amend this policy at any time subject only to approval by the Board of County Commissioners (BoCC) and the Governing Body of Sedgwick County Fire District Number One.

4. Definitions

- A. **Base Pay** – Includes employees’ base hourly or salary rate plus their percent pay increase. Not included in base pay are: shift pay, longevity pay, pay increase over maximum, acting assignment pay, lead worker pay or other various ‘special’ pay types.
- B. **Compounding pay adjustment** – The amount is added to the base pay and carries over from year to year.
- C. **Pay Plan** – A schedule of pay grades or ranges to which classifications are assigned.
- D. **Grade or Range** – A level on the pay scale. Each position is assigned a grade or range, and each grade or range a minimum and maximum salary.
- E. **Step** – Steps occur in a step-based salary structure where there are numbered steps in sequential order with an incremental rate increase between each step.
- F. **Work week** – The work week is from 12:00 a.m. Sunday to 11:59 p.m. Saturday, unless there is another permanent schedule established by payroll and Division of Human Resources.

- G. **Non-exempt employee** – Employee is compensated at an hourly rate of pay in accordance with the Fair Labor Standards Act (FLSA).
- H. **Exempt employee** – Employee is compensated at a salary rate of pay in accordance with the FLSA.
- I. **Overmax Pay** – Compensation over the maximum of the pay grade or range. The amount may fluctuate, does not carry over from year to year and is not added to base pay.

5. Procedures

- A. It is the responsibility of all employees to review their pay record to ensure they are being compensated accurately. Inaccuracies should be reported immediately to compensation@sedgwick.gov.
- B. Non-exempt employees must be paid for all hours worked in accordance with the FLSA and Kansas law.
- C. All employees shall be paid on a bi-weekly basis.
- D. Employees will be paid for all hours worked. An employee may be disciplined for working unauthorized overtime.
- E. Exempt employees may have work hours which fluctuate from week to week. They receive a fixed salary regardless of the hours they work in a work week.
- F. Work schedules for Sedgwick County employees vary. Exact hours employees work each day will be arranged by their supervisor or department management.
 - 1. Non-exempt employees should not work more than their scheduled hours unless they have been authorized to do so by their supervisor.
 - 2. The number of hours worked in a week for most non-exempt employees is forty (40) hours, or 2,080 hours annually.
 - 3. The number of hours worked in a week for Fire District non-administrative, non-exempt employees is fifty-six (56) hours or 2,912 hours annually.
 - 4. The number of hours worked in a week for EMS non-administrative, non-exempt employees is forty-two (42) hours, or 2,184 hours annually.
- G. All job descriptions will be reviewed by the Division of Human Resources for correct grade or range assignment and FLSA classification (exempt/non-exempt).
- H. All positions will be assigned a grade or range with the exception of elected officials, BoCC or Secretary of State appointed positions, contract, and part-time employees.
 - 1. Part-time, temporary, and seasonal employees should be paid a rate comparable to a full-time employee performing similar work.

- I. New hire wage rate:
 - 1. The hiring wage rate is the minimum of the position's salary grade or range.
 - 2. All requests to hire above minimum must be submitted to the Division of Human Resources and will be reviewed by Human Resources, Budget, and the County Manager for merit, equity, and funding.
 - 3. The County Manager may approve hiring up to ten (10) percent above grade or range minimum.
 - 4. Any request more than ten (10) percent above the grade or range minimum, or any additional benefits, will require approval from the BoCC.

- J. Reinstatement wage
 - 1. When an employee is reinstated in the same position classification within the same Division/Department or Elected/Appointed Office after a separation of service of not more than one hundred twenty-one (121) calendar days, the employee will receive the same rate of pay as at the time of the separation.
 - 2. When an employee is reinstated to a lower position classification within the same Division/Department or Elected Appointed Office after a separation of not more than one hundred twenty-one (121) calendar days, the employee's starting rate of pay will be agreed upon by the hiring authority and the Division of Human Resources.
 - 3. When an employee is reinstated, any applicable salary increases that occurred during the time of separation will be given as if the employee had not left employment.
 - 4. For more information on reinstating an employee, please see policy 4.301Employee Rehire.

- K. Return from military leave
 - 1. When an employee returns from active military duty, the employee shall be placed at the same salary grade or range and same rate of pay as when the employee left, including any applicable salary or step increases.

- L. Demotion
 - 1. Demotion will be for disciplinary reasons and will result in a pay decrease. The amount of the pay decrease will be agreed upon by the hiring authority and the Division of Human Resources. The employee's knowledge, skills and abilities as they apply to the new position will be considered. Salary placement will fall between the new salary grade or range minimum and maximum. See policy 4.501 Progressive Discipline for more information.

- M. Transfers
 - 1. A transfer is the voluntary movement of an employee to a position in the same or lower salary grade or range.
 - 2. A position must be available to be filled.
 - 3. Transfers within the same grade or range will not increase the employee's pay.

4. When the transfer is to a position in a lower salary grade or range, the employee's salary placement will be agreed upon by the hiring authority and the Division of Human Resources. The employee's knowledge, skills and abilities as they apply to the new position will be considered. Salary placement will fall between the new salary grade or range minimum and maximum.

N. Promotion and Salary Adjustment

1. A promotion is the movement of an employee to another position in a higher grade or range, with an increase in pay.
2. Pay increase over maximum will be included in the promotion salary calculation.
3. Salary Placement:
 - a. The employee's base salary will move to the new grade or range minimum, or be increased up to six (6) percent, whichever is higher.
 - b. When promoting into a position on a different compensation plan, the employee's base pay must be agreed upon by the hiring authority and the Division of Human Resources for total consideration of pay movement. The employee's knowledge, skills and abilities as they apply to the new position will be considered.
4. All requests outside of the guidelines listed in Item N.3 must be submitted to the Division of Human Resources and will be reviewed by Human Resources, Budget, and the County Manager for merit, equity, and funding.
5. The County Manager may approve up to an additional ten (10) percent increase above the salary placement as outlined in #3. Requests above the ten (10) percent additional must be approved by the BoCC.
6. In-grade promotions may be requested when an employee has been assigned new responsibilities or received a certification that is directly related to their current position.
 - a. Requests must be submitted to the Division of Human Resources and will be reviewed by Human Resources and Budget for merit, equity, and funding. A revised job description must be included when new duties have been assigned.
 - b. Requests may increase employee's base salary up to six (6) percent.
 - c. All in-grade promotions will be reviewed by the County Manager regularly.
7. Employees promoting from part time to full time status in the same position classification may keep their current rate of pay at the discretion of the Division/Department Director or Elected/Appointed Official.

O. Step increases for the Fire District and Emergency Medical Services

1. Employees on the Fire District and Emergency Medical Services step plans will receive a step increase in January every year upon successful completion of an annual performance evaluation to be completed before the last day of the evaluation period.
2. Employees that receive an overall score of 2.0 or less will be placed on a Performance Improvement Plan (PIP) for up to 60 days. If the PIP is successfully

completed within the designated period, the employee will receive a step increase. The step increase will be effective the day after the successful completion of the PIP.

3. Employees have reached the maximum of their step increase at step 15.
 4. Employees hired after August 1 will not receive a performance evaluation and will not receive a step increase the following January.
 5. Budget authority for annual step increases is subject to the approval of the Board of County Commissioners or Governing Body of Fire District One.
- P. Promotion of employees on the Fire District or Emergency Medical Services step plans.
1. Employees being promoted on the Fire District or Emergency Medical Services step plans will receive a four (4) percent increase and be placed on the next closest step without reducing pay.
- Q. Critical pay
1. The County Manager may approve temporary additional compensation for an individual employee or group of positions that are experiencing an extraordinary increase in workload due to unforeseen circumstances for a prolonged period of time or an extraordinary shortage in staff.
 2. To receive critical pay, the Division/Department Director or Elected/Appointed Official will submit a request in accordance with Procedure 4.2001A Critical Pay Procedures.
 3. Requests will be reviewed by Human Resources, Budget and the County Manager for merit, equity, and funding.
 4. The County Manager will notify the BoCC within 24 hours of approval.
 5. Critical pay will be reviewed regularly by the County Manager and Chief Human Resources Officer to determine if critical pay should continue.
 6. Critical pay will not be added to the base salary of an employee for a permanent increase.
- R. Position reclassification
1. A position reclassification should be requested when a major change in the position occurs or when the incumbent in the position relinquishes or assumes substantial responsibilities.
 2. Position reclassifications are subject to Policy 4.2004 Position Grade Reclassification.
- S. Market Adjustment
1. Market adjustment occurs when a position's grade or range is increased or decreased based on a market study.
 2. The application of market adjustments will be recommended by the Division of Human Resources and approved by the Board of County Commissioners.
- T. Interim Assignment or Acting Assignment Pay
1. Interim Assignment - An employee can be assigned to a position of greater responsibility for a period of up to two (2) years and will be paid consistent with that position. The employee will be placed at the new salary grade or range minimum, or if current salary placement is in the new grade or range, up to six (6) percent.

2. Over maximum pay will be included in interim assignment pay calculations.
 - a. Employees on a step plan will be moved to the step that provides at least a six (6) percent increase within the new range.
 - b. All requests should be submitted to the Division of Human Resources and should include:
 - i. The anticipated length of assignment;
 - ii. The rationale; and
 - iii. Plan to end the interim assignment.
 - c. The request will be analyzed for merit and equity, and reviewed by Budget for funding with final approval from the County Manager.
 - d. Annual increases will be applied to the employee's base pay and interim assignment pay.
 - e. When the employee's interim assignment is complete, the employee's salary will revert to the salary prior to the interim assignment. Any annual increases will be reapplied.
2. Acting Assignment - An employee can be assigned additional job responsibilities or duties while remaining in their current job classification. The employee may be given a temporary compensation adjustment of up to six (6) percent.
 - a. Requests should be submitted to the Division of Human Resources and should include:
 - i. The anticipated length of assignment
 - ii. The rationale for the need; and
 - iii. Plan to end the acting assignment.
 - b. The request will be analyzed for merit and equity, and reviewed by Budget for funding with final approval from the County Manager.
 - c. Annual increases will be applied to the base salary and the acting assignment pay.
 - d. When the acting assignment is complete, the employee's the acting assignment pay will end.

U. Annual Pay Adjustments

1. Annual pay adjustments are approved by the BoCC and are typically given on January 1st.
 - a. Annual pay adjustments will be added to base pay and will compound annually, based on the employee's pay up to the maximum of the pay grade or range.
 - b. Any amount above the maximum is over-max pay and will not compound annually and will end on December 31st.

V. Overtime hours and compensation

1. Only hours actually worked are included in the calculation of overtime. Hours not worked, including paid or unpaid leave time, holiday pay, etc., are not included.
2. Overtime will be paid at no less than one and a half (1 ½) times the employee's hourly rate of pay. Overtime will be earned when:

- a. Non-exempt employees work more than forty (40) hours from Sunday 12:00 a.m. to Saturday 11:59 p.m.
 - b. Non-exempt, Fire District fifty-six (56) hour employees work more than 106 hours in a 14 day cycle, as provided by section 7(k) of the FLSA.
- 3. Compensatory time off allows employees to choose to receive time off instead of overtime compensation. Compensatory time off is offered at the discretion of the Division/Department or Elected/Appointed Office.
 - a. All compensatory time shall be maintained in accordance with E-Timesheet, (i.e., no informal, off the books tracking is permissible).
 - b. No retroactive compensatory time is permitted.
- 4. For each hour of overtime worked, the employee will receive one and one-half (1 ½) hours of compensatory time.
- 5. Accumulated compensatory time will be paid at the employee's hourly rate at the time of usage.
- 6. Employees may be allowed to accumulate up to a total of sixty (60) hours of compensatory time (40 regular hours x 1.5 = 60 compensatory hours).
- 7. The use of compensatory time must be approved by the Supervisor.
 - a. According to the FLSA, when an employee separates, moves to an exempt position or transfers, accrued balances of compensatory time must be paid at a rate not less than the average rate received by such employee over the last three (3) years of employment or the final regular rate, whichever is higher.

W. On-call time

- 1. Exempt employees are not eligible for on-call pay.
- 2. Non-exempt employees may be eligible for on-call pay depending on the employee's freedom while on-call.
 - a. If the employee must remain on the employer's premises or so near that they cannot use the time freely, the time is compensable.
 - i. An employee who is required to remain on-call at home, or who is allowed to leave a message where they can be reached, is not working (in most cases) while on-call.
 - ii. Additional constraints on the employee's freedom could require this time to be compensated.
 - iii. On-call time shall be paid in accordance with the FLSA.
 - b. Accordingly, an employee who is authorized to travel freely within a community and merely required to carry a cellular phone during periods in which he/she is away from the office is considered to be not working while on-call; carrying a cell phone is a minimal restriction on his/her freedom.
 - c. By example, an employee who must remain within a defined radius of the employer's property is considered to be working while on-call; the restriction on the employee's movements is a significant infringement on their freedom to use and enjoy their time.
 - d. By contrast, an employee who is not required to remain on the employer's premises or at a fixed location, but only required to be available to report for work should their services be needed, is not working while on-call.

X. Call back time

1. An employee who has clocked out of work for the day, or is not working that day, and is required to report to work shall be paid a minimum of two (2) hours.

Y. Shift Pay

1. Shift pay will be paid under the following circumstances:
 - a. When occupying an eligible job classification in a Department requiring staffing between 6:00 pm and 6:00 am.
 - i. An eligible job classification is one that is required to provide direct services to citizens.
 - ii. Participating Departments are COMCARE, Corrections, Courthouse Police, Emergency Communications, Emergency Medical Services (EMS), Facilities, and the Sedgwick County Sheriff's Office.
2. Shift pay will not be paid on leave or nonworking time.
3. Shift pay will be paid on time worked between 6:00 pm and 6:00 am.
4. Shift pay will be paid at the rates below for hourly and salary employees.
5. Hourly employees will have shift pay hours calculated based on based on time worked as recorded in e-timesheet.
6. Salaried employees in COMCARE meeting the above criteria will receive shift pay on scheduled hours within the shift zone.

Department	Shift Pay Rate
Sedgwick County Sheriff's Office	\$1.00/hour
Courthouse Police Corrections Emergency Communications Facilities	\$1.50/hour
COMCARE EMS	\$3.00/hour

Z. Longevity pay

1. Longevity pay is based on years of service as of January 1, 2003. Five-year longevity pay was not activated for employees hired on or after January 1, 1997. Longevity pay was not activated for new employees and was frozen for current employees on January 1, 2003. This did not include employees of Fire District 1.

Years of Service	Annual Amount
5	\$300.00
10	\$480.00
15	\$660.00
20	\$840.00

25	\$1,020.00
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2. Individuals employed by the Fire District 1 on or before December 31, 1997 received longevity pay based on their years of service as of December 31, 2013. This pay type is now frozen and no longer given to employees hired after December 31, 2013:

Years of Service	Annual Amount
5	\$25.00
10	\$40.00
15	\$55.00
20	\$70.00
25	\$85.00
30	\$100.00

3. Individuals employed by Fire District 1 on or after January 1, 1998, received longevity pay based on their years of service as of December 31, 2013. This pay type is now frozen and no longer given to employees hired after December 31, 2013:

Years of Service	Annual Amount
10	\$40.00
15	\$55.00
20	\$70.00
25	\$85.00
30	\$100.00

AA. Wage Deductions

1. Sedgwick County has the discretion, contingent upon written notice and explanation to the employee, to deduct any portion of the employee's wages to recover payroll overpayment.
2. Sedgwick County will not withhold an amount that causes the wages paid to fall below federal or state minimum wage, whichever is applicable.
3. When an employee leaves employment, Sedgwick County has the discretion, contingent upon written notice and explanation to the employee, to deduct any portion of the employee's final wages for the following purposes:
 - a. Recovery of the employer's property provided to the employee in the course of the employer's business until the property is returned to the employer. Upon return of the employer's property, the withheld wages are to be paid to the employee;
 - b. Recovery of payroll overpayment; or
 - c. Replacement cost of the employer's merchandise, uniforms, or equipment purchased by the employee.

BB. Disciplinary Deductions

1. Deductions for unpaid suspension, see policy 4.501 Progressive Discipline.
 - a. Such deductions may be made to an exempt employee's pay in increments of one or more full days.

- b. Such deductions may be made to a nonexempt employee in partial day increments.
 2. Deductions from pay for safety rule violations of major significance, such as those relating to the prevention of danger in the workplace or to other employees.
 - a. Such deductions may be made to exempt and nonexempt employee's pay in partial day increments.
 - b. When calculating the amount of a deduction under this subsection, the hourly or daily equivalent of the employee's full weekly salary or any other amount proportional to the time missed by the employee will be used.
 3. Wage Deduction Complaint Process

Sedgwick County recognizes the legal restrictions on wage deduction for employees paid on a salary basis. The following complaint procedure is provided to correct wrongful deductions.

 - a. The complaint process will not be used to effect changes in management policies such as hours of employment, rates of compensation, or use of leave.
 - b. All records pertaining to complaints under this policy will be maintained by the Division of Human Resources.
 4. Wage Deduction Complaint Procedures
 - a. It is the responsibility of the employee to become familiar with this policy and to meet all requirements and timelines set forth.
 - b. Before a written complaint is filed, an employee must attempt to resolve their wage deduction dispute with their Division/Department Director or Elected/Appointed Official
 - c. If an employee is unable to resolve a dispute within their own Division/Department or Elected/Appointed Office, the employee must notify the Employee Relations Specialist in the Division of Human Resources within 20 days of the date the pay check in question was issued. The written complaint must contain:
 - i. The date of the incident;
 - ii. An incident description;
 - iii. Any applicable disciplinary documentation;
 - iv. Documentation of attempts to remedy within Division/Department or Elected/Appointed Office.
 - d. The Employee Relations Specialist will provide complaint documentation to the County Manager or Elected/Appointed Official. The Elected/Appointed Official may elect to have the County Manager make the decision regarding the complaint.
 - e. The County Manager or Elected/Appointed Official has 15 business days to make a determination and notify the Employee Relations Specialist.
 - f. The employee and Division/Department Director or Elected/Appointed Official will be notified in writing within five (5) business days of the decision.
 - g. The Division of Human Resources will notify payroll to make appropriate adjustments on the employee's time card by the end of the following pay period.