

**OKLAHOMA COUNTY JUVENILE BUREAU
POLICY AND PROCEDURE MANUAL**

CHAPTER THREE: PERSONNEL

POLICY 3.8: Employee Pay

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I. POLICY:

The Oklahoma County Juvenile Bureau's (OCJB) payroll process policy and procedure are specified herein and shall be reviewed annually (**3-JDF-1C-03**). The OCJB pays employees in accordance with the Fair Labor Standards Act and all other applicable U.S. Department of Labor rules and regulations. The Director shall provide employee salary levels, compensation, and benefits that are as consistent and comparable as possible throughout the OCJB as well as with comparable occupational groups in the public and private sector in the state and region (**2-7027**) (**2-7046**) (**3-JDF-1C-17**). This policy does not imply or intend to imply that employees are entitled to salary increases or that their status is changed from that of employee-at-will.

II. DEFINITIONS:

- A. **Average Hourly Rate:** A full-time employee's average hourly rate is calculated by dividing the monthly salary by 173.33. This figure is used for paying out leave and deducting time.
- B. **Compensatory Time:** Paid leave granted to employees of some State or local government agencies in place of monetary overtime compensation. Commonly referred to as "comp time."
- C. **Demotion:** A personnel move from one position to another with a lower scope of responsibility. The lower scope of responsibility involves a reduction of qualifications, status, duties, and salary.
- D. **Full-time Employee:** An employee who is regularly scheduled to work forty (40) hours per week and paid a salary.
- E. **Lateral Transfer:** A personnel move from one position to a similar position (neither a promotion nor a demotion). An employee who meets all requirements for a position may be eligible to laterally transfer from their position to a new position with similar qualifications, status, duties, and salary. The Human Resources Manager (HRM) shall analyze the positions to determine the degree of scope of responsibility between the positions and make a recommendation to the Director, who shall make the final transfer and salary decision. Examples of positions that are similar in scope of responsibility and could be considered lateral transfers are Detention Shift Supervisor II and Probation/Intake Supervisor,

Detention Shift Supervisor I and Probation/Intake Officer II, and Detention Officer II and Probation/Intake Officer I.

- F. **Occupational Groups:** Managers, tradespersons, or professional employees assigned duties, responsibilities, and authority similar in nature and level of difficulty.
- G. **Part-time Employee:** An employee who is regularly scheduled to work fewer than forty (40) hours per week and paid an hourly rate. Part-time employees are generally not entitled to benefits, unless authorized by Oklahoma County policy.
- H. **Performance Evaluation Report (PER):** A policy-defined continuous process of measuring an employee's job performance against defined expectations. Refer to Policy 3.14, "Employee Performance Evaluations."
- I. **Promotion:** A personnel move from one position to another with a greater scope of responsibility. The greater scope of responsibility involves an increase of qualifications, status, duties, and salary.
- J. **Temporary Employee:** An employee who works for a season or short term, for a period of time not exceeding ninety (90) calendar days per year. The period of time may be extended one time only, not to exceed ninety (90) calendar days, with the approval of the Director. Temporary employees are not eligible for benefits.

III. PROCEDURE:

- A. Employee Pay:
 - 1. All full-time employees shall be salaried.
 - 2. All part-time and temporary employees shall be paid based upon a set hourly wage and the total number of hours worked during the pay period.
 - 3. Overtime compensation shall be in the form of compensatory time.
 - 4. Employees shall be paid on a monthly basis.
- B. During the annual budget development process, the Director may submit a report to the Board of County Commissioners (BOCC) that includes a list of the pay scales for employees based on comparable salaries from the area if current employee salaries are not compatible **(2-7045)**. Said report may include:
 - 1. Actual Salary;
 - 2. Fringe benefits (e.g., medical insurance benefits, leave allowances, retirement plans, other programs, etc.); and
 - 3. Consideration of educational requirements for positions, inability to fill positions due to position salaries being below market competition, hazardous conditions, etc.

- C. Salary increases are not automatic or guaranteed. Employee salary increases may be approved according to the annual budget appropriated by the BOCC and by an employee's job performance.
- D. The Director, based upon budget availability, shall determine the maximum amount and frequency of all employee salary increases.
 - 1. Employee Performance Evaluation Report (PER) scores shall be considered when salary increases are made.
 - 2. An employee being considered for a salary increase must meet the following criteria:
 - a. Have been employed with the OCJB for more than one year, including full-time and part-time employment; and
 - b. Received a score of "Meets Standard" or above with no "Does Not Meet Standard" ratings on the current PER.
- E. Promotions **(2-7028)**:
 - 1. When an employee is promoted to a new position, the promotional increase in salary shall not be less than five (5) percent of the employee's salary for their current position.
 - a. Employees who promote to a position with a base salary more than five (5) percent greater than their current salary shall have their salary adjusted to the base salary of the new position.
 - b. Employees who promote to a position with a base salary less than five (5) percent greater than their current salary shall have their salary adjusted to at least five percent (5%) higher than their current salary.
 - 2. The Director shall make the final decision regarding salaries upon promotion.
- F. Career Ladders:
 - 1. Detention Officers shall be hired as Detention Officer (DO) Cadets. When the DO Cadet completes six (6) months of employment, all training, and receives a score of "Meets Standard," "Above Standard," or "Exceeds Standard" rating on each area of his/her individual PER, he/she shall receive an increase in salary to the level identified in the career ladder for DO I. This is a noncompetitive promotion.
 - 2. Intake and Probation Officers are hired as Intake or Probation Officer (IO/PO) I's. When the IO/PO I completes six (6) months of employment, all training, and receives a score of "Meets Standard," "Above Standard," or "Exceeds Standard" rating on each area of his/her individual PER, he/she shall receive an increase in salary to the level identified in the career ladder for Senior Probation Officer **(2-7038)**. This is a noncompetitive promotion.
 - 3. All other promotions shall be competitive.

G. Lateral Transfers (2-7029):

1. An employee who meets all requirements for a position may be eligible to transfer laterally from their position to a new position with similar qualifications, status, duties, and/or salary. The salary for the new position may be different from the employee's current salary.
2. Employees shall submit written requests for lateral transfers to the Human Resources Manager (HRM) in accordance with Policy 3.7, "Personnel Selection: Hiring, Promotions, Transfers, Demotions, and Details."
3. The Director shall make the final decision regarding lateral transfers and accompanying salaries.

H. Demotions:

1. When an employee is demoted to a new position, his/her salary shall decrease to the base salary of the new position.
2. The Director shall make the final decision regarding salaries upon demotion.

I. Resignation:

1. When an employee submits a letter of resignation to his/her supervisor, the supervisor shall notify the HRM and HR Administrative Assistant in writing.
2. The resignation letter shall be sent to the appropriate department head for acceptance and then forwarded to the Director for final acceptance and approval.
3. After the Director accepts the resignation, the original letter shall be submitted to the HRM for processing.
4. The HRM shall prepare a resignation acceptance memo for the Director's signature.
 - a. The HRM shall give/send the original signed memo to the resigning employee.
 - b. The HRM shall distribute copies of the signed memo to the department head, supervisor(s), training manager, Internal Affairs Department, payroll preparers, and personnel record.
5. OCJB property in the possession of the employee shall be collected prior to the employee's end of employment unless other arrangements have been made and approved by the HRM. The return of or failure to turn in all assigned OCJB property shall be documented on the "Wage Withholding Authorization," Attachment B of Policy 3.22, "Corrective Discipline/Suspension/Termination/Resignation," including the name of the item and cost, and provided to the HRM.
6. The original resignation letter, with a copy of the approval memo, shall be placed in the employee's official personnel

record and maintained according to state records disposition schedule standards.

J. Job Abandonment:

1. Employees pending termination due to job abandonment shall be reported to the HRM within one (1) business day after the department head is made aware of the situation.
2. This notification shall be made via memo or email for written documentation.
3. A completed "Wage Withholding Authorization," Attachment B of Policy 3.22, "Corrective Discipline/Suspension/Termination/Resignation," shall be submitted to the HRM within three (3) business days of notification of job abandonment.

K. Final Pay:

1. When a full-time employee is terminated (whether by resignation, retirement, discharge, or any other means), the employee shall be paid by multiplying the remaining total number of worked hours and accrued payable leave (holiday compensatory time, compensatory time, and annual leave) hours by his/her average hourly rate.
 - a. Compensatory time earned by exempt employee shall not be compensable upon termination of employment.
2. When hourly part-time employee is terminated, the employee shall be paid by multiplying the total number of hours worked by his/her hourly wage.
3. The total cost for any property not returned, as documented on the "Wage Withholding Authorization," Attachment B of Policy 3.22, "Corrective Discipline/Suspension/Termination/Resignation," may be deducted from the employee's final paycheck.

Approved: James L. Saffle 7/11/17
James L. Saffle, Director Date