



LARAMIE COUNTY GOVERNMENT

TITLE Compensation Plan	APPROVAL DATE 7/7/1990
SECTION Compensation	REVISION DATE 12/20/2016

The compensation plan maintained by the Human Resources Office consists of all job descriptions and designated pay ranges. The Performance Appraisal System is a component of the plan and is maintained by the Human Resources Office. All changes in employee compensation, classification, or status should be submitted to the Human Resources Department for processing and submission to the Accounting Office.

Salary Structure

The Laramie County Salary Structure is designed to help assure equitable pay levels among all classified job titles. Each pay grade in the structure has a pay range that specifies the minimum, midpoint and maximum of the range allowable for all positions assigned to that grade.

Adjustments to pay ranges may be made in response to market analysis results with budget approval.

The relative pay of staff within a pay range should reflect a general equity on the staff member's work experience and education (reflecting the skills that the individual brings to the job) and job performance. Labor Market conditions and internal equity may influence specific starting rate in a given range.

Appointments or Hires.

Regular status part or full time, or temporary employees, may be hired up to the Mid-Point of the assigned salary range with HR review, except as follows, with all exceptions requiring prior approval by the County Commissioners:

Upon reinstatement of a regular employee, including separated in a reduction in force, the compensation rate may be established at any point in the range for the class as long as the new salary does not exceed the employee's pay at separation.

Placement of new appointments or hires in hard to recruit classes, with significant prior specific job related experience and/or other justification, with approval of the Board of County Commissioners, and existence of funding in the department salary budget.

Reclassification

In the event of significant changes in a position's responsibilities, duties and/or qualification a position may be moved to a better designated pay range. This change must be based on a significant change in job content, not on increase/decrease in work volume and pace or the addition/deletion of minor duties. If this position is occupied by an employee, this employee may also be moved dependent upon if such movement is a demotion or a promotion/advancement and budget. Requests for a reclassification of a position shall be done by a Department Manager/Director or Elected Official and submitted to Human Resources.



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Advancement/Promotion

The salary of an employee who advances vertically on the salary plan due to promotion or hire into a vacant position shall be treated as a new hire specific to placement on the salary plan, which is effective the first day the employee fills the new position. Beginning salary may be at least a 5% increase, and may be up to Mid-Point on the new range. Internal equity may be considered when determining any increases.

Downgrades

A downgrade is a change in duty assignment from a position in one classification to a position in another classification in a lower pay grade, which involves a lower level of responsibility or requires lower qualifications. In the event of a downgrade, the employee may be treated as a new hire specific to placement on the salary plan.

Laterals

A lateral transfer occurs when an employee moves to a different position assigned to the same pay range. A lateral transfer does not include a salary change.

New Positions.

Newly authorized positions which are not in the current classifications, shall be classified and placed on the Salary Range using job analysis, external market analysis, and internal equity relationships, through the Human Resources Office, with approval of the Board of County Commissioners.

Changes in the Compensation Plan.

Changes in the Compensation Plan are subject to approval and funding by the Board of County Commissioners. Other pay increases may be considered at the discretion of the Board of County Commissioners.

Job Description

Laramie County employees have Job Descriptions stating the duties, responsibilities, and requirements of each position for which an employee is hired. These descriptions are a component of the Laramie County Classification and Compensation Plan. Elected Officials, Department Directors and Managers may administrate more detailed job related tasks on a department basis. Department Directors and Managers have the authority and responsibility to assign tasks as necessary to accomplish the program goals of the department. Class specifications do not prohibit the assignment of job related tasks not specifically listed. Revised and new job descriptions shall be prepared when there are substantial and permanent changes in tasks performed by the incumbent, or when required by restructure.