

**80-5**

**A RULE CLASSIFYING EACH EMPLOYEE AND EACH POSITION OF THE COUNTY COMMISSIONS TAXING AUTHORITY INTO THE CLASSIFIED PAY PLAN, AND TO ESTABLISH AN EFFECTIVE DATE**

**SECTION I.** The current classified employees of the County Commissions Taxing Authority of Santa Rosa County are hereby placed into the Ranges and Steps of the Classified Pay Plan adopted in Rule 80-3, and are incorporated by reference into and made a part of this rule.

**SECTION II.** Each position in the County Commissions Taxing Authority of the Classified Service is hereby placed into the Ranges and Steps of the Classified pay plan adopted in Rule 80-3 and is incorporated by reference into and made a part of this Rule.

A. All new or former employees hired into a Classified Service position under the County Commissions Taxing Authority may be hired into a Step, of the Range established for the position, up to 15% above the minimum of the Range upon written approval of the department director and the Human Resources Director. The Appointing Authority may approve a Step, of the Range established for the position which does not exceed the Step that is commensurate with said employee's experience, qualifications, education, and other appropriate considerations up to the maximum of the Range. Objective qualification standards including, but not limited to, related job experience, educational background, comparable market data, internal salary equity, available resources, and Federal Wage and Hour laws should be documented when hiring above the minimum of the established Range. One of the purposes of this Rule is to avoid wage discrimination between new and existing employees when they are similarly qualified and performing the same or similar job functions. The following factors should be considered in determining the appropriate Step for a new or former employee: amended: 5/23/2019

1. Only that portion of the employee's prior experience which is job related should be considered as creditable experience;

2. The employee's previous compensation should be considered in efforts to avoid causing the employee to take a decrease in salary or wages when the employee is to perform substantially similar or greater responsibilities to those responsibilities that were performed in the employee's preceding employment.

B. For purposes of this Rule, supervisory employees are those involved in the management of their department or the supervision of at least two employees under them, examples of which

include (i) interviewing, selecting and training of employees, whether by direct action or by recommendation to those to whom such functions are delegated; (ii) setting and adjusting rates of pay and/or hours of work; (iii) directing the work of employees; (iv) maintaining production records of employees for use in supervision or control; (v) appraising the productivity and efficiency of employees for purposes of recommending promotions, job evaluations or other changes in their status; (vi) addressing employee complaints and grievances and disciplining employees when necessary, whether by direct action or by recommendation to those to whom such functions are delegated; (vii) planning the work of employees; (viii) determining the techniques to be utilized; (ix) apportioning the work among the employees; (x) determining the type of materials, supplies, machinery or tools to be used; (xi) controlling the flow and distribution of materials and supplies; and (xii) providing for or addressing the safety of the employees and department property. A supervisory employee would include those whose primary duties consist of the performance of work directly related to management policies or general departmental operations, including (i) management, planning, negotiating, purchasing and representing the department; and (ii) formulation of management policies or involvement in departmental operation as a whole.

C. All job descriptions shall designate whether a position is supervisory or non-supervisory.

**SECTION III.** The effective date of this rule shall be July 1, 2002.