



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Human Resources Standards of Practice

Standards of Practice: Section 3.03	Issue Date: 2015 New ____ Revised ____ Supersedes Policy Dated:
Title: Compensation	Approved By Effingham County Board of Commissioners

3.03 - COMPENSATION

A. COMPENSATION PHILOSOPHY

The County subscribes to the philosophy of maintaining an active compensation plan and administration program. It is the management's goal to attract and retain a qualified competent staff to carry out the mission of the County. Wage and salary studies are conducted on a regular basis to update and maintain competitive salary ranges.

B. STANDARD

The County adheres to the philosophy of "Management by Objective" and "Pay for Performance." Salary increases and promotions are based on performance and, to the degree possible, performance-based increases are determined by objective evaluation standards. Department Heads are committed to the important task of performance appraisals.

C. POLICY

It is the policy of the County to maintain equity and consistency in the administration of wages and salaries. Compensation structure and ranges are reviewed annually by the Human Resources Department & the County Manager. Studies are conducted to consider general economic conditions and to assess competitive rates.

D. GENERAL

1. Wage and salary increases are not automatic. The County does not have a system of step increases for longevity or tenure.



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2. Individual salary increases are performance-based with set procedures for evaluating performance.

E. PROCEDURE

1. Performance Pay Program for employees with at least one year of tenure:

a. Performance-based increases are based on demonstrated ability and performance and are not merely an administrative procedure that occurs within a prescribed time period.

b. Performance-based and salary reviews are conducted annually for employees with at least one year of tenure. In order to fairly evaluate each employee and to reward and promote by merit, the County maintains an appraisal system that provides an objective basis for the measurement of performance.

c. Annually, the Board of Commissioners will determine the allotment of funds for performance raises. These raises will only be granted when funding has been approved by the board, and when funds are readily available in the department budget.

d. Annually, the Board of Commissioners will consider the allotment of an annual cost of living increase for County employees