

January 27, 2015

## SECOND MEETING

The Board of Commissioners of the County of Fremont, State of Colorado, met in Regular Session on January 27th, 2015, 615 Macon Avenue, Room LL3, Fremont County Administration Building, Cañon City, Colorado. Commissioner Chairman Tim Payne called the meeting to order at 9:30 A.M.

Edward H. Norden	Commissioner	Present
Debbie Bell	Commissioner	Present
Tim Payne	Commissioner	Present
Katie Barr	Clerk and Recorder	Present
Brenda Jackson	County Attorney	Present

Also present: George Sugars, County Manager; Bill Giordano, Planning and Zoning Director and Jody Blauser, Chief Deputy Clerk.

The Invocation was given by Suzie Veatch of the Fremont County Assessor's Office.

Those present recited the Pledge of Allegiance to the Flag of the United States of America.

### APPROVAL OF AGENDA

**Commissioner Bell** moved to approve the Agenda. Commissioner Payne seconded the motion. Upon Vote: Commissioner Bell, aye; Commissioner Payne, aye; Commissioner Norden, aye. The motion carried.

### CONSENT AGENDA

1. Approval of Minutes / Special BOCC Meeting / January 5, 2015
2. Approval of Minutes / January 13, 2015
3. Approval of Bills January 27, 2015 / \$843,479.81
4. Scheduled Public Hearings: None

**Commissioner Payne** moved to approve the Consent Agenda. Commissioner Bell seconded the motion. Upon Vote: Commissioner Payne, aye; Commissioner Bell, aye; Commissioner Norden, aye. The motion carried.

### ADMINISTRATIVE/INFORMATIONAL

#### 1. Administrative and Elected Officials

- a. County Clerk's Monthly Report – Katie Barr, County Clerk and Recorder

**County Clerk Barr** presented her report for December 2014. The total fees collected were \$494,324.65. This is \$124,795.69 more than December of 2013. Excluding the Sheriff's Sales Tax increase, we are still up \$70,696.01 compared to December 2013. For 2014 the total collected was \$5,956,197.16. This is \$887,032.66 more than 2013. Excluding the Sheriff's Sales Tax increase, we are still up \$316,240.64 for 2014 compared to 2013.

**Commissioner Bell** moved to accept the County Clerk's Report for December 2014. Commissioner Payne seconded the motion. Upon Vote: Commissioner Bell, aye; Commissioner Payne, aye; Commissioner Norden, aye. The motion carried.

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- b. County Treasurer's Semi – Annual Report and Public Trustee's Quarterly Report – Kathy Elliott, County Treasurer

**County Treasurer Elliott** provided the Commissioners with a copy of the Treasurer's Semi-Annual Report and the Public Trustee's Quarterly Report. There were 373 Release of Deeds of Trust and 42 Foreclosures initiated in the fourth quarter of 2014. There were 175 total foreclosures in 2014 compared to approximately 270 for 2013. The total Public Trustee fees collected were \$15,892.38. Total expenses were \$7,551.66 for a net income of \$8,340.72 during the fourth quarter.

**Commissioner Payne** moved to accept the Public Trustee's Quarterly Report and the County Treasurer's Semi-Annual Report. Commissioner Bell seconded the motion. Upon Vote: Commissioner Payne, aye; Commissioner Bell, aye; Commissioner Norden, aye. The motion carried.

- c. County Sales & Use Tax Report – Sunny Bryant, Budget & Finance Officer

**Sunny Bryant** presented her report. For Retail Sales Tax collections through the month of November is down \$1789, however year to date it is still up \$137,000. Auto Use Tax collected in December was up \$33,161 and year to date is up \$146,331. The total Auto Use Tax collected for 2014 was \$870,866. The Lodging Tax collected in November was up \$3,120 from last November. Year to date collections for Lodging Tax are down \$7,892. The Retail Sales Tax for the Sheriff collected in November was \$198,091 and year to date was \$2,390,000. The Auto Use Tax for the Sheriff collected through December was \$556,114.

**Commissioner Bell** noted the loss of two community members this past week; Canon City Council Member Kevin Ditmore and Chris Kay from Florence.

**Commissioner Payne** announced a meeting at 6:00 on Wednesday at the Canon City Recreation District for the Ecology Park Trail.

## 2. Citizens Not Scheduled:

**John Garrou** discussed the new procedures for contractor licensing. He is concerned that the policy does not state that the contractor must be in good standing with the state of Colorado. The other issue is with the ICC test that everyone must complete. He has been a licensed general contractor here for six years and carries his own general liability insurance. This policy needs to be looked at again before being implemented as this open format will open it up for lawsuits. He also asked for an update on the tire dumping in the Copper Gulch area.

**Commissioner Norden** explained that staff and the County Attorney are aware of the tire dumping and are working on a solution.

## OLD BUSINESS

None.

## NEW BUSINESS

1. In recognition of the 2014 Vital Statistics Five Star Performance Award. Representative: Rick Miklich, Public Health & Environment Director

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**Rick Miklich** explained this Vital Statistics Department is regulated by the State and is administered through the Public Health Office. He was notified that Fremont County was one of only four jurisdictions state wide that had a perfect audit in 2014. He recognized Christina Bass, Virginia Stacey, and Linda Leggitt for their excellent performance. The Public Health Office will soon be relocating to the Garden Park Building where the award will be displayed.

2. A. Heritage Commission 2014 Report – Mike Madone

**Mike Madone** discussed all of the accomplishments for the year. The Heritage Commission designated nine local landmarks this year including the County Administration Building and Greenwood Cemetery. With help from the Historical Society and the Tourism Council they were able to co-sponsor the first Fall Heritage Festival. The Heritage Commission Co-Chair Mary Chamberlain was recently awarded the “Doc Little” award. He discussed the plans of the Heritage Commission for 2015 which include self-guided tours in April.

**PUBLIC HEARINGS SCHEDULED FOR 10:00 A.M.**

- a. Community Service Block Grant for 2015 – 2018 Grant year allocations.  
Representative: Judy Lohnes, Executive Director UAACOG

**Chairman Norden** opened the Public Hearing at 10:06 A.M.

**Judy Lohnes** explained the Community Service Block Grant is a program from the State of Colorado. This helps people at a poverty level become more self sufficient. People who are eligible for the funding cannot exceed 125% of the federal poverty guidelines. The Council of Governments does administer this grant fund for four counties. This is the only Public Hearing for this region, but public notices were done in all four counties. The funding for this program last year was \$110,466 of which approximately 65% of is used for client dollars, the remainder is used for administrative costs. They are required to have a tripartite board for distribution of these funds. The tripartite board voted the best use of the funds in the counties is for emergency services. Families in this community find themselves in crisis on a regular basis. These funds are a once in a life time use only. The funding limit in the past was \$500, but the board recently raised the amount to \$600. The list of approved uses for this fund are: rent, mortgage payments, emergency hotel, food, utilities, prescriptions, eye exam & glasses, dental, medical, auto repair, tires, home appliance repair and replacement. They do run out of money every year before the end of their contract. As of two weeks ago they are out of money for the year. The new funds should be available in March.

**Commissioner Norden** noted at the last tripartite board meeting they did remove some items from the emergency list. These items were bus tickets, taxis, and air conditioning. This is the only Public Hearing for the four counties which include Fremont, Chaffee, Custer, and Lake.

**Public Comments:** None.

**Chairman Norden** closed the Public Hearing at 10:12 A.M. He noted that no action is required by the Board of Commissioners.

- b. Community Development Block Grant Business Loan Fund Application submitted by the Upper Arkansas Area Council of Government. Representative: Judy Lohnes, Executive Director UAACOG

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**Chairman Norden** opened the Public Hearing at 10:12 A.M.

**Judy Lohnes** explained this is a Federal Grant Fund that is used to fund small business loans. They typically apply for \$250,000 of Community Development Block Grant Funds. There is another \$40,000 which is used to pay staff, administrative fees, and service the loans. The total request will be for \$290,000 this year. This fund covers six counties: Lake, Chaffee, Custer, Park, Teller, and Fremont. Each county will have its own Public Hearing for this grant. Chaffee County is the lead agency on this application. This is a two year contract with a possible three year amendment. During the past five year contract they did loan \$824,655. They funded 23 small business loans and 39 new jobs were created. They currently have approximately \$665,000 in loan funds that have been disbursed that they are now receiving payments on.

**Commissioner Norden** asked if the money from the loan payments goes back into a revolving fund.

**Judy Lohnes** confirmed the money comes back into the loan pool and can be loaned out again.

**Public Comments:** None.

**Chairman Norden** closed the Public Hearing at 10:16 A.M. He stated that no action is required by the Board of Commissioners.

- c. Request: SRU 14-003 Royal Gorge Paintball (Recreational & Outdoor Amusements or Amusement Facility) Request approval of a Special Review use (SRU) Permit, Department file #SRU 14-003 Royal Gorge Paintball (Recreational & Outdoor Amusements or Amusement Facility), by Michael Pond, to allow a paintball course, which is an allowed use and an existing heli-port which is a non-conforming use. The reason for the requirement of SRU is to allow two primary uses on the property. The property is located on the north side of U.S. Highway 50, 0.5 miles east of the intersection of U.S. highway 50 and Fremont County Road 3 A, in the Royal Gorge Area. The SRU permit property contains 2.16 acres and is zoned Business. Representative: Matt Koch, Cornerstone Land Surveying.

**Chairman Norden** opened the Public Hearing at 10:16 A.M.

**Matt Koch** explained the property is located on eight mile hill and is associated with Royal Gorge Helipad. Approximately half of the 2.16 acre property will be used for the paintball course. There are no new structures proposed. The existing office for the helipad will also be used for the paintball course. The operation will run from May 1<sup>st</sup> through September 7<sup>th</sup> from sunrise till sunset. The rest of the year would be by appointment only. Bottled water will be for sale to customers and there will be a 1000 gallon water storage tank on site. The highway access is shared with the rafting company next door. There will be no more than three employees, six helipad customers, and ten paintball customers at one time. There will be safety screens to separate the paintball course from the helipad and rafting business. The paintballs are bio-degradable.

**Planning & Zoning Director Giordano** said the posting, publication, notifications and additional notifications had been completed. The Planning Commission did unanimously approve this application on December 2, 2014. He reviewed the conditions of the approval. The heliport is a non-conforming use that has been in place for a number of years and has been included as an allowed use in this application. There have not been any noise complaints for the helicopter use on this property. Mr. Giordano discussed the recommended contingencies.

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He suggested a change in the language for contingency #2 to read: “The applicant shall provide customers with bottled drinking water and will haul water to a cistern or a tank which will be used for fire protection and other customer uses”. He noted the Planning Commission did grant waivers for the buffering and landscaping requirements. The applicant is requesting waivers for the lighting and landscaping of the parking area which is already hard surfaced.

**Public Comments:** None.

**Chairman Norden** closed the Public Hearing at 10:30 A.M.

**Commissioner Payne** moved to approve SRU 14-003 Royal Gorge Paintball with the recommended conditions: noting the change in condition #H “Days of operation to be Sunday through Saturday, sunrise to sunset, May 1<sup>st</sup> through September 7<sup>th</sup> and September 8<sup>th</sup> through April 30<sup>th</sup> by appointment only”, and with the recommended contingencies and the language change in contingency #2; “The applicant shall provide customers with bottled drinking water and will haul water to a cistern or tank which will be used for fire protection and other customer uses” and granting the waiver requests as Resolution #8. Commissioner Bell seconded the motion. Upon Vote: Commissioner Payne, aye; Commissioner Bell, aye; Commissioner Norden, aye. The motion carried.

#### **NEW BUSINESS CONTINUED**

2. B. Fremont County Department of Transportation 2014 Report – Tony Adamic, County DOT Director

**Tony Adamic** gave an overview of the projects for the year. The budget for 2014 was \$3.2 million dollars of which only 9% comes from property tax revenue. There was 5.79 miles of chip seal work completed and 1 mile of asphalt was completed. Gravel projects completed was approximately 22 miles. Dust suppressant was used on about 40 miles of roads. The work for the FEMA event in September of 2013 is now 100% completed and awaiting final closeout. The federal funding was \$341,704. and state funding was \$56,950 for the flood damage repair work. A grant for \$550,000 was received from DOLA and used for a paving project in the Rockvale area. There were no injuries on the job this year for the Department of Transportation.

**Commissioner Norden** noted most of the funding for the Department of Transportation comes from motor vehicle FASTER fees and late fees on registrations.

2. C. Weed Management 2014 Report – Jana Rapetti, Weed Management Director

**Jana Rapetti** discussed the accomplishments for the Weed Department during 2014. Many of the projects were successful in eliminating noxious weed species on public and private lands. Education and weed tours were conducted in Fremont and Custer Counties. As President-elect of the CWMA, Jana helped introduce some new features at the annual conference. This included state mapping on site at the conference and scholarship fundraisers. There was approximately 112 acres of noxious weeds treated on 28 private properties. In Fremont County only 3 A-list species are known to occur: Elongated Mustard, Japanese Knotweed, and Myrtle Spurge. The Department treated a total of 399.36 acres in six different counties. There is some extra state funding available that she hopes to be able to utilize for new projects in 2015.

3. In consideration of re-appointments of Mike Madone, Carol McNew and Millie Wintz to the Fremont County Heritage Commission with a term beginning January 1, 2015 and ending January 1, 2018

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**Commissioner Payne** moved to re-appoint Mike Madone, Carol McNew and Millie Wintz to the Fremont County Heritage Commission for three year terms ending January 1, 2018. Commissioner Bell seconded the motion. Upon Vote: Commissioner Payne, aye; Commissioner Bell, aye; Commissioner Norden, aye. The motion carried.

4. In consideration of a new appointment for the Fremont County Heritage Commission

**Commissioner Payne** said Linda Skinner submitted a letter of interest to serve on the Heritage Commission and she did attend the last meeting.

**Commissioner Payne** moved to appoint Linda Skinner to the Fremont County Heritage Commission for a term from January 27, 2015 to January 1, 2018. Commissioner Bell seconded the motion. Upon Vote: Commissioner Payne, aye; Commissioner Bell, aye; Commissioner Norden, aye. The motion carried.

5. In consideration of a new appointment for the Fremont County Fair Board.

**Commissioner Payne** moved to appoint Denise Faoro to the Fremont County Fair Board from January 27, 2015 to November 30, 2016. Commissioner Bell seconded the motion. Upon Vote: Commissioner Payne, aye; Commissioner Bell, aye; Commissioner Norden, aye. The motion carried.

6. Request: Cup 04-003 Entrust New Directions, IRA Extension of Cessation. Request approval to extend cessation of the Conditional Use Permit for CUP 04-003 Entrust New directions IRA for an additional twelve months. The last extension was granted on November 26, 2012. The CUP is to allow the open pit mining, screening, crushing, and hauling of stone. The property, now owned by Entrust New Direction IRA, is located approximately ¼ mile east of the intersection of U.S. Highway 50 and State Highway 67 on the north side of U.S. Highway 50, northeast of the Fremont County Airport. The subject property contains approximately 100 acres and is located in the Agricultural Forestry Zone District. Representative: Angela Bellantoni, Environmental Alternatives, Inc.

**Angela Bellantoni** said this is a request from the owner who is in the first year of his temporary cessation with the Division of Reclamation Mining and Safety at the state level. She has strongly encouraged him to reclaim but needs to stay permitted during the reclamation process.

**Commissioner Bell** moved to approve the one year extension of cessation to January 25, 2016 for CUP 04-003. Commissioner Payne seconded the motion. Upon Vote: Commissioner Bell, aye; Commissioner Payne, aye; Commissioner Norden, aye. The motion carried.

7. Request: CUP 12-003 Dawson Gold Project (Exploration) Extension of Exploration. Request approval to extend exploration for Conditional Use Permit CUP 12-003 Dawson Gold Project (Exploration) for one additional year beyond the current expiration date of February 26, 2015. The amended Conditional Use Permit was approved on February 12, 2014 and the original approval was February 12, 2013. The property (access entrance) is located on the south side of Fremont County Road #3 approximately three miles southwest from the intersection of Fremont County Road #3 and Mariposa Road, thence approximately one mile south from County Road #3 to the claim area. Representative: Angela Bellantoni, Environmental Alternatives, Inc.

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**Angela Bellantoni** said the samples taken last fall are in the lab and the results should be available by the end of February. At that time she will move forward with the application as funding has been secured. During this period of engineering and discovery, additional core samples may need to be obtained.

**Commissioner Payne** moved to approve the CUP 12-003 Dawson Gold Project one year extension to February 26, 2016. Commissioner Bell seconded the motion. Upon Vote: Commissioner Payne, aye; Commissioner Bell, aye; Commissioner Norden, aye. The motion carried.

8. In consideration of a Resolution adopting Pay Administration Policies & Procedures. Representative: George Sugars, County Manager

**County Manager Sugars** said this is an update to a previous pay policy that was adopted in January 2008. The base pay adjustments will allow employees to be moved up on the pay scale as certain bench marks are reached. These designations are at four years, eight years, and twelve years of service. The remainder of the policy is basically the same as what is currently in place.

**Commissioner Bell** moved to approve Resolution #9 adopting new Pay Administration Policies and Procedures. Commissioner Payne seconded the motion. Upon Vote: Commissioner Bell, aye; Commissioner Payne, aye; Commissioner Norden, aye. The motion carried. Resolution #9 is attached.

**Chairman Norden** adjourned the meeting at 11:18 A.M.

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Clerk and Recorder

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RESOLUTION NO. 9, SERIES OF 2015

RESOLUTION ADOPTING PAY ADMINISTRATION POLICIES AND PROCEDURES

WHEREAS, pursuant to §30-2-104, the Board of County Commissioners is authorized to adopt a classification and compensation plan for all county employees paid in whole or in part by the county; and

WHEREAS, the Board of County Commissioners, with consent of all elected officials, has a classification and compensation plan in place that applies to all county employees; and

WHEREAS, the Board of County Commissioners has recently contracted with Lee & Burgess Associates, LLC for consulting services relating to the classification and compensation plan; and

WHEREAS, the consultant has proposed adoption of certain Pay Administration Policies and Procedures (dated November 30, 2014) to the Board of Commissioners to clarify the County's general policies concerning pay administration; and

WHEREAS, adoption of Pay Administration Policies and Procedures would be beneficial because it will clarify the general intent and structure of the classification and compensation plan for all elected officials and county employees.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners of Fremont County hereby adopts the Pay Administration Policies and Procedures dated November 30, 2014, a copy of which is attached hereto, and hereby states that the policies and procedures set forth therein shall be applicable to the classification and compensation plan currently in place for Fremont County as it presently exists and as it may be amended from time to time in the future.

Commissioner Bell moved adoption of the foregoing Resolution, seconded by Commissioner Payne and approved by roll call vote as follows:

Debbie Bell	<input checked="" type="radio"/> Aye	Nay	Absent	Abstain
Edward H. Norden	<input checked="" type="radio"/> Aye	Nay	Absent	Abstain
Timothy R. Payne	<input checked="" type="radio"/> Aye	Nay	Absent	Abstain

Date: 1-27-15

BOARD OF COUNTY COMMISSIONERS  
OF FREMONT COUNTY

ATTEST:

By: [Signature]  
Chairman

By: [Signature]  
Clerk to the Board

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## **FREMONT COUNTY, COLORADO**

**Pay Administration  
Policies and Procedures**

**Update 11-30-2014**

**Prepared by:**

*Lee & Burgess Associates, LLC*

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**FREMONT COUNTY, COLORADO**  
**Compensation Philosophy**

Fremont County takes pride in its ability to deliver a compensation package that includes cash compensation, health benefits, retirement and employment benefits that in combination provide employees with security and opportunity.

The County is committed to compensating its employees reasonably within economically feasible parameters considering the following:

The Market  
Internal Relationships  
Individual Qualifications, Contributions, and Accomplishments

The County takes into account what other similar organizations pay for comparable positions in its definition of **MARKET**. It considers what other comparable organizations charged with a similar mission pay for similar positions, as well as, what local and regional organizations with similar positions pay. **INTERNAL RELATIONSHIPS** considers reporting as well as duties and responsibilities within the organization. **QUALIFICATIONS, CONTRIBUTIONS AND ACCOMPLISHMENTS** are considered, independently and in combination, in the County's efforts to attract new employees and to retain current employees.

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**FREMONT COUNTY, COLORADO**

**Pay Policies and Procedures**

**COMPENSATION ADMINISTRATION**

**Market Review and Adjustment**

Fremont County will conduct periodic market reviews every 12 to 24 months to determine the extent to which pay and pay trends have changed in the selected comparison market relative to specific positions, disciplines, and/or job families.

Should the review result in a decision to adjust the pay structure to reflect a market change, the change will be anchored at the mid-point (market guide/control point) of the pay classification range with minimum and maximum adjusted accordingly.

Incumbent salaries may or may not be adjusted as a result of pay range adjustment. If base pay is adjusted this action will reflect the changes in the market. The market may suggest only certain job families need adjustment or it may suggest change across the complete spectrum of jobs within the County. The results of each review will be managed on an independent basis with no requirement of the County to take any action or implement any adjustment.

**Pay Range Structure**

Periodic reviews of the pay range structure are anticipated every 12 to 24 months to determine the relative competitiveness of the pay structure in relation to the County's selected comparison market using identified Fremont County jobs to benchmark positions.

**Range Structure Adjustment**

The Market Guideline of the pay classification range structure will be the value measured (or control point) against which the County will assess its pay plan relative to the selected comparison market. The market guideline of the pay classification range is established based on the market pay for fully competent capable execution of job duties within a given job classification.

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#### New Hire Pay

The pay level for new hires may vary above the minimum of the pay classification range with Department Head and final approval by the County Manager.

As a guide, new hires with:

- **Little or no experience** in duties related to the new position, shall be offered and upon candidate acceptance be paid a base salary or hourly rate placed at the minimum pay of the range classification for the job.
- **Skills, proficiencies and applicable experience** that allow competent performance of the job duties after a (short – 2 weeks to 1 month) reasonable orientation period may be offered a higher pay rate than the range classification minimum up to the Market Guideline with Department Head and County Manager approval.

#### BASE PAY ADJUSTMENTS

##### Authorization and Pay Change Delivery

As of January 4, 2015, the Board of County Commissioners has authorized a base pay administration plan, beginning in 2015 and extending into the future, which provides pay adjustment eligibility on an employee's anniversary date based on:

- The years of service accrued by an employee as of a given anniversary, **and**
- Placement within the pay classification range of current employee pay up to the Market Guideline of the classification range.

2015 has been designated as the transition year for all County Departments into the new pay administration plan beginning on January 4, 2015 – thereafter all pay change eligibility will cycle from Anniversary Date to Anniversary Date, i.e. 7-1-2015 to 7-1-2016 to 7-1-2017 and into the future.

**All County Departments:** Based on an Employee's date of hire, adjustment eligibility takes into account service increments of: 1-3.999, 4-7.999, 8-11.999, and 12+ years of service and current incumbent pay level on his/her hire date anniversary to project pay changes. Exceptions to this plan guideline within the Human Services Department are outlined below.

The **Human Services Department** has dedicated the service increment of 1-3.999 years for training within the discipline, progressing incumbents through levels of training and classifications for a given job such as Case Worker I, II, and III. This training progression plan **replaces** the application of the 1-3.999 years of service adjustment methodology outlined above. The training progression plan in the Human Services Department is substituted for the County's pay model until the 4-year anniversary is achieved by the employee, thereafter, service increments and current incumbent pay criteria will be applied as outlined under All County Departments above.

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All other pay adjustments proposed shall require the approval/authorization of the Department Head and County Manager prior to becoming effective.

Approval/authorization will be demonstrated with dated signatures on the pay increase document(s) or on an official report that provides all the pay adjustments proposed within a given department.

#### **Promotions**

Promotional increases may be granted to incumbents who have moved into distinctly more responsible jobs with a higher pay classification range designation. A promotional increase will adjust the incumbent's base pay to the minimum of the promotional pay classification range or greater. Increases given when the pay of the incumbent is above the minimum of the new pay classification range may be extended up to the Market Guideline and will be determined on a case-by-case basis.

#### **Demotions**

Demotion occurs when an employee accepts, either voluntarily or involuntarily, a job that has decreased responsibility that is classified in a lower pay classification range than the position he/she presently holds.

The employee's job title and pay classification range will immediately reflect that of the job accepted, and base pay will be determined on a case-by-case basis which in no event will exceed the maximum of the new pay classification range.

#### **Lateral Transfers**

Lateral transfers occur when an employee accepts a different job that has the same pay classification range as that of the job presently held. The base pay for the new job will be determined on a case-by-case basis, which in no event will exceed the maximum of the new job's pay classification range.

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#### **Job Classification Review**

Job classification review should occur when the duties and responsibilities of a job change substantially -- expand/contract within a discipline -- including changes prompted by federal, state, or local regulatory requirements, County service demands/expansion, mandated responsibility and/or duty changes, and job standard requirement changes such as the addition/removal/reduction of certification, license, and education requirements.

#### **Reclassification**

Substantial changes in duties and responsibilities may prompt the need to re-evaluate a position or series of positions. Should this occur, the Supervisor must update the job description(s) and submit it/them along with a formal request for Job Classification Review.

The job classification review process will be conducted by Human Resources and the County Manager or the County Manager's designee, and include:

- Examination of ongoing job duties, and changes expansion/contraction of job duties and credentials. This step will include a discussion with the Supervisor/Department Head/County Manager regarding the changes and may include an interview with the incumbent(s).
- Review of other jobs within the department, and similar jobs across the County
- Examination of Market Pay for the changed job using the County's selected comparison market
- Analysis/Evaluation of the essential job duties and responsibilities using the County's job evaluation plan/process
- Analysis of internal reporting relationships within the Department/discipline taking into consideration organizational continuity

If the job is reclassified to a higher pay classification range, the base pay will be adjusted to the minimum of the new classification range and may be adjusted above the minimum to reflect market/internal equity. Reclassified base pay will be determined on a case-by-case basis.

If the job is assigned a new job title (Lateral Job Reclassification) with the same pay classification range, the incumbent's base pay will be reviewed on a case-by-case basis which will include consideration of no base pay change.

If the job is reclassified to a lower pay classification range, the incumbent's base pay will be reviewed on a case-by-case basis. Reclassified base pay will be Grand Fathered and evaluated for adjustment eligibility on the incumbent's next anniversary date.

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#### **Departmental Reorganization**

Departmental reorganization may occur when a function encounters new service requirements, reassigns/redefines job duties, decreases or increases staffing levels within the department, and/or changes reporting relationships. When this occurs, a ninety (90) day period of review will be established to allow the department adequate time for review of budgets, staffing levels, service requirements, and organizational structure.

Upon completion of the ninety (90) day period, all job descriptions and pay classifications within the department will be reviewed to assess job classification in accordance with the Job Classification Review policies and procedures outlined in this document along with other applicable guidelines and policies of the County.

#### **Lump Sum Payments**

Fremont County may consider awarding lump sum payments that do not add to base pay in special situations such as:

- An incumbent has performed an assignment or special project that deserves recognition that will not be added to ongoing responsibility and cannot be sustained, and the County wishes to recognize the accomplishment with a one-time award.
- The incumbent's pay has reached or exceeded the recommended threshold of the pay classification range, and performance warrants recognition.
- The incumbent's pay is currently under the maximum and above the recommended threshold for pay within the pay classification range but receipt of a full increase based on the County's plan will place incumbent pay over the maximum of the range. In this case, the incumbent may receive a percentage increase that raises his/her base pay to the classification range maximum with the remaining portion awarded as a lump sum payment.