

## **CHAPTER 5**

### **CLASSIFICATION AND COMPENSATION**

#### **5.0 SCOPE**

This policy governs all County positions that fall within the scope of the County's classification and compensation system and are therefore assigned an Official Classification Title, pay grade, and salary range within the system, (hereafter referred to as "classified positions") and the salary/pay for all employees assigned to a classified position. Further, certain non-County positions, and the salary/pay of individuals assigned to these positions, may be governed by this policy as a result of a memorandum of understanding, cooperative agreement, or other legal agreement with the Board of Supervisors (Board).

Unclassified positions are positions that are not within the scope of the County's classification and compensation system and are therefore not assigned a pay grade and salary range within the system. Compensation for unclassified positions shall be established and approved by the County Administrator or designee. The Department of Human Resources shall maintain and update the list of all unclassified positions within the County and the associated approved compensation.

#### **5.1 GENERAL AUTHORITY**

The County Administrator is authorized to administer the County's classification and compensation system in accordance with this policy and to implement administrative policies and procedures to ensure the efficient and equitable administration of this policy, to clarify provisions of this policy, and to ensure the County's compliance with any applicable federal, state, or local employment laws. Other specific authorities delegated to the County Administrator are detailed below.

#### **5.2 COMPLIANCE**

The County complies with all applicable federal, state, and local employment laws and applicable regulations governing pay, as amended, including but not limited to the Fair Labor Standards Act (FLSA), the Equal Pay Act of 1963, and applicable federal and state minimum wage laws. It is the County's policy to administer all terms and conditions of employment, including employee pay, in a Non-discriminatory manner and without regard to an employee's membership in any legally protected category.

Employees who have concerns or complaints related to any matter governed by this policy shall immediately contact their Department Director, the Employee Relations Division of the Department of Human Resources, or the Payroll Division of the Department of Finance and Budget. Employees shall not be retaliated against for raising such complaints or concerns. In accordance with Chapter 11 of the Human Resources Handbook, "The County reserves the exclusive right to manage the affairs and operations of the departments, boards, agencies, and other offices serving Loudoun County. Accordingly, the following complaints are not grievable: (A) Establishment and revision of wages or

salaries, position classifications, or general benefits.

### **5.3 OFFICIAL COMPENSATION PHILOSOPHY**

The Board seeks to deliver market competitive pay to the County's workforce. To that end, the Board has established the County's official compensation philosophy and approved the County's official comparator market. The compensation philosophy is intended to serve as general guidance to the County Administrator on the target market position for the County's compensation plan. The official comparator market represents a group of local government employers the County Administrator or designee is authorized to include in benchmark surveys to assess the County's actual market position. The Board retains the right to modify or eliminate the official compensation philosophy and official comparator market at any time.

The County's official comparator market is comprised of the counties of Arlington, Fairfax, and Prince William, and the City of Alexandria, Virginia. The Board's current official compensation philosophy sets a target market position for the County's compensation plan of 95% to 105% of the official comparator market. This target is purely an aspirational goal and achievement of this goal is subject to Board funding. The County Administrator or designee shall have the authority to set a specific target market range for individual positions or groups of positions within the County's overall target market position of 95% to 105% of the official comparator market. The County Administrator or designee shall regularly benchmark the compensation plan to determine the County's actual market position. The compensation plan shall be benchmarked against data reported on salary surveys and on websites of the official comparator market for benchmark positions; specifically, the average mid-points for comparable classified positions within the official comparator market.

At times benchmarking against the County's official comparator market results in no data or insufficient data. In such cases the County Administrator or designee is authorized to benchmark against and use data from public and private employers in the Washington, DC, metropolitan statistical area as defined by the Bureau of Labor Statistics.

### **5.4 OFFICIAL COMPENSATION PLAN**

The Board establishes and approves the County's Official Compensation Plan.<sup>1</sup> The Official Compensation Plan is comprised of an open range General Workforce Pay Plan and separate Grade and Step Pay Plans for uniformed employees in Loudoun County Fire and Rescue (LCFR) and Loudoun County Sheriff's Office (LCSO). All pay plans within the Official Compensation Plan shall detail the pay grades and associated salary ranges, including the salary minimum, mid-point, and maximum and any "steps" where applicable, associated with each pay grade. A copy of the Official Compensation Plan shall be maintained by the Department of Human Resources and shall be conspicuously posted on the employee intranet.

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<sup>1</sup> The most recent plan was approved by the Board on November 7, 2019, with an effective date of February 13, 2020.

## **5.5 MAINTENANCE OF THE OFFICIAL COMPENSATION PLAN**

The County Administrator or designee shall ensure regular benchmarking of the County's Official Compensation Plan. Such benchmarking shall include a sample of classified positions within the specific plan and shall typically be conducted every other fiscal year. The purpose of such benchmarking is to assess the plan's actual market position against the target market position specified in the Board's official compensation philosophy.

Substantive changes to the Official Compensation Plan must be approved by the Board, including the addition, deletion, or revision of pay plans within the Official Compensation Plan, the addition or deletion of pay grades or steps within a pay plan, and the revision of salary ranges associated with pay grades. The County Administrator or designee is authorized to approve administrative changes to County pay plans such as changes to naming and numbering conventions, the correction of errors resulting from mathematical miscalculations, and the raising of minimum salaries for pay grades in his/her discretion as necessary to comply with changes to applicable federal and state minimum wage requirements. The Official Compensation Plan is independent of the approved work schedules for classified positions within the plan and changes to the regular scheduled hours for County positions shall not necessitate revisions to the plan.

## **5.6 OFFICIAL CLASSIFICATION PLAN**

The Official Classification Plan is comprised of a systematically arranged list of official classification titles for all classified positions and the assigned pay plan and pay grade within the Official Compensation Plan for each position; it represents a full inventory of all classified County positions. A copy of the Official Classification Plan shall be maintained and updated by the Department of Human Resources and shall be conspicuously posted on the County's intranet.

## **5.7 MAINTENANCE OF THE OFFICIAL CLASSIFICATION PLAN**

Classified positions are positions that fall within the scope of the County's classification and compensation system and are therefore assigned an Official Classification Title, pay grade, and salary range within the system. New positions are established by the Board and once approved, cannot be eliminated without Board approval. Requests for new positions ("resource requests") are typically submitted to the Board during the annual budget process with a proposed job title and pay grade within the appropriate pay plan. Once approved by the Board, positions are officially classified into the Classification Plan by the Department of Human Resources and a final Official Classification Title, pay grade, and salary range shall be assigned. The Department of Human Resources is responsible for updating the Official Classification Plan with new positions approved by the Board.

In evaluating the appropriate classification level for a position, the Department of Human Resources may consider the following criteria: 1) nature and level of work duties and responsibilities; 2) minimum qualifications; 3) pay grade for similar positions within the

organization as identified by the Department of Human Resources; 4) direct and indirect reporting and supervisory relationships; and 5) a review of the comparator market to include the average market-midpoint for similar positions and the target market position, as set by the Department of Human Resources, within the Board approved target market range. While direct and indirect reporting and supervisory relationships may be considered in classifying positions, nothing in this policy shall preclude the County Administrator or designee from establishing or approving direct or indirect reporting or supervisory relationships between positions classified at the same pay grade or where the direct supervisor is classified at a lower pay grade than a direct or indirect report.

The Department of Human Resources shall develop and maintain a set of Classification Specifications to assist with classifying positions or groups of positions into the County's Classification Plan. These Classification Specifications shall outline: 1) Official Classification Title(s); 2) Pay Grade(s); 3) Definition and Distinguishing Characteristics; 4) Illustrative Duties; 5) Required Knowledge, Skills, and Abilities; 6) Minimum Qualifications; 7) Required Licensures, Certifications and/or Other Requirements; and/or 8) Positions within any associated Job Family.

The Department of Human Resources shall maintain Official Job Descriptions for all classified County positions. Official Job Descriptions shall contain similar information as included in the Classification Specifications but shall also include a comprehensive list of essential job functions, any unique physical requirements associated with the position, FLSA exemption status, and any applicable background screening requirements. Official Job Descriptions shall be used to establish performance expectations for employees and shall serve as the basis for employee performance appraisals and the evaluation of reasonable accommodation requests under the Americans with Disabilities Act (ADA). Department Directors are expressly prohibited from changing the Official Job Description of employees in classified positions without the approval of the Department of Human Resources.

Neither the Official Classification Specifications or the Official Job Descriptions are intended to be totally inclusive or exclusive of assigned duties. Management may assign other duties that are not expressly outlined in either document that generally align with the nature and level of the work assigned to the position. Department Directors may work with the Department of Human Resources to further describe existing or other duties in an Official Job Description Addendum (Addendum). An Addendum is a document associated with a specific Official Job Description that describes duties of the job in more detail and/or clarifies specific elements of the job. All Addendums must be approved by the Department of Human Resources.

## **A Changes to Classified Positions**

The County Administrator or designee is authorized to make administrative or substantive changes to the Official Classification Title, pay grade, and/or salary range of a classified position. Such changes include:

### **1. Retitling a Classified Position**

Retitling a classified position involves changing the Official Classification Title of a classified

position. Department Directors shall submit a written request to retitle a position to the Department of Human Resources for review and approval. No changes shall be made to the Official Classification Title of a classified position without approval from the Department of Human Resources.

## **2. Position Reclassifications**

A position reclassification involves changes to any of the following: 1) the assigned pay grade for a classified County position; 2) the classification level of a position within an assigned Job Family (Example: Accountant I to Accountant II); or 3) the Official Classification Title, pay grade, and salary range of a classified position due to proposed revisions to the associated job duties, nature of work to be performed, and/or minimum qualifications for the position; 4) the Official Classification Title, pay grade, and salary range of a classified position that has become obsolete due to changes in the technology, service model, regulatory requirements or other business requirements associated with the position.

Department Directors shall submit written requests to reclassify a position to the Department of Human Resources for review and approval. Requests to reclassify “obsolete” positions must be approved by the County Administrator. When a position reclassification is requested because the position has become obsolete, the County Administrator may approve the reclassification, recommend a Reduction in Force to the Board to delete the position in accordance with the Reduction in Force policy outlined in the Human Resources Handbook, or may direct that a vacant obsolete position remain unfilled until further notice from the County Administrator.

No changes shall be made to the Official Classification Title, pay grade, salary range of a classified position without written approval from the Department of Human Resources. Further, Department Directors and other members of management shall consult with the Department of Human Resources prior to making significant changes to the assigned job duties of an employee in a classified position. Department Directors and managers who fail to consult with the Department of Human Resources as required run the risk of working employees “out of classification” without authorization and in violation of this policy.

In the event the Department of Human Resources approves a reclassification of a position with an incumbent/s, then the incumbent/s may or may not receive a salary adjustment. A salary adjustment shall be dependent on a number of factors to include, but not be limited to, the reason for the reclassification, the average mid-point of the salary range for the position in Loudoun’s official comparator market, the new grade for the position, the actual salary of the incumbent, internal pay equity with employees in similar positions and of similar tenure, compression issues, and budgetary constraints.

## **5.8 REORGANIZATIONS**

The County Administrator has the authority to create, eliminate, divide, and/or combine County departments. When such changes are made, the County Administrator has the authority to change classifications of positions within the impacted departments as necessary to implement the reorganization, to include appointing a new Department Director and/or reclassifying a Department Director position within a now defunct department to a different position.

Department Directors may propose departmental reorganizations to include creating, eliminating, dividing, and or combining various divisions and sections within a department. All departmental reorganizations must be approved in writing by the County Administrator or designee prior to implementation.

## **5.9 EMPLOYEE PAY**

A classified employee's salary is typically limited to the salary range of the assigned pay grade (at or between the minimum and maximum pay associated with the position's grade). Employees shall not be paid less than the minimum salary of the assigned pay grade.

### **A. New Hire Salary Determinations**

All persons hired into classified positions shall meet the qualifications for the job classification except for where otherwise specified in Human Resources policy. Salaries for new hires shall be based on the candidate's qualifications and skills, internal equity, and any other factors established by the County Administrator. The County Administrator shall maintain administrative policies and procedures governing new hire salary determinations that outline the factors to be considered in developing salary offers for new hires and the level of designated authority for the approval of salary offers.

#### **1. Reinstatements**

If an employee should leave County employment from a regular position and subsequently returns within 26 weeks of separation to any regular position, County employment will be reinstated. If the returning employee returns to his/her same position, no new probationary period will apply. If the returning employee is reinstated into a new position, a new probationary period will apply. Generally, a returning employee is reinstated at the same salary as when the employee separated County employment. If extenuating circumstances indicate that a higher or lower salary is appropriate, an exception may be requested through Human Resources with final approval at the determination of the County Administrator. If an employee should leave County employment and return to a different position within six months, the employee will serve a new probationary period and the salary will be determined as a new hire.

#### **2. Relocation Pay**

The County Administrator is authorized to offer relocation pay to new hires and to establish and maintain administrative policies and procedures governing this benefit.

### **B. Executive Compensation**

The County Administrator is authorized to maintain administrative policies and procedures governing the compensation for employees classified at the level of Department Director and

above (also known as Executive Compensation), including but not limited to administrative policies and procedures on executive salary determinations and other supplemental pay. The County Administrator is authorized to consider actual compensation for similar positions within the comparator market when classifying executive level positions and when determining salaries for new hires in executive level positions.

**C. Overtime**

The Department of Human Resources, in accordance with the FLSA, will assign each position within the Official Compensation Plan an FLSA status designation of either FLSA Exempt or FLSA Non-Exempt.

**3. FLSA Non-Exempt Positions**

Employees that occupy positions designated as non-exempt will receive mandatory overtime pay at one and one-half times the regular rate of pay for hours worked beyond the applicable work period. Employees shall not be offered or accept exchange time in lieu of overtime payment. The applicable work periods governing County positions are designated as follows:

<b>Employee Group</b>	<b>Applicable Work Period</b>
Non-Exempt General Workforce	40 hours per workweek (Seven consecutive days)- overtime provisions of the FLSA are effective for hours worked in excess of 40 hours in a workweek
Non-Exempt Uniformed Employees of	84 hours/14 days (In accordance with VA Code, overtime provisions of the FLSA are effective if total hours in a paid status exceed 84 hours in a 14-day period.)
Non-Exempt Uniformed Employees of Loudoun County Fire and Rescue-Fire Marshal's Office (Law Enforcement)	171 hours/28 days - overtime provisions of the FLSA are effective if total hours worked exceed 171 hours in a 28-day period.
Non-Exempt Uniformed Employees of Loudoun County Fire and Rescue (2,184 Annual Hours Schedule)	168 hours/28 day (In accordance with VA Code, overtime provisions of the FLSA are effective if total hours in a paid status exceed 168 hours in a 28-day period.)
Non-Exempt Uniformed Employees of Loudoun County Fire and Rescue (2,496 Annual Hours) (Effective upon implementation of new 2,496 Annual Hours Schedule)	144 hours/21 days (In accordance with VA Code, overtime provisions of the FLSA are effective if total hours in a paid status exceed 144 hours in a 21-day period.)
Non-Exempt Uniformed Employees of Loudoun County Fire and Rescue (2,080 Annual Hours Schedule)	120 hours in a 21-day period (In accordance with VA Code, overtime provisions of the FLSA are effective if total hours in a paid status exceed 120 hours in a 21-day period.)

#### **4. Special Provisions for Non-Exempt Uniformed Public Safety Employee**

In accordance the Code of Virginia § 9.1-701, Overtime Compensation Rate, employers shall pay fire protection or law-enforcement employees overtime compensation or leave, as under the Fair Labor Standards Act, 29 U.S.C. 207(o), at a rate of not less than one and one-half times the employee's regular rate of pay for all hours of work between the statutory maximum permitted under 29 U.S.C. 207 (k) and the hours for which an employee receives his salary, or if paid on an hourly basis, the hours for which the employee receives hourly compensation. A fire protection or law-enforcement employee who is paid on an hourly basis shall have paid leave counted as hours of work in an amount no greater than the numbers of hours counted for other fire protection or law-enforcement employees working the same schedule who are paid on a salaried basis in that jurisdiction.

#### **5. FLSA Exempt Positions**

Exempt employees must meet the salary basis test and their assigned duties and responsibilities must meet one or more of the reasons for exemption under the FLSA regulations, to include: Executive, Administrative, Professional, Creative Professional or Computer-related profession exemptions. Exempt employees are not entitled to overtime pay under the regulations.

#### **B Temporary Changes to Assigned Duties**

The County Administrator shall establish administrative policies and procedures governing temporary changes to the assigned job duties of an employee. Employees who are temporarily assigned to different duties will not lose any status or benefits associated with his or her regular employment. At the conclusion of any temporary assignment that resulted in a pay adjustment, the employee's salary will revert to his/her previous salary, with any adjustments commensurate with any changes to the salary minimum for that position and/or intervening merit or other Board approved pay increases. Employees at the level of Department Director or above may be placed in a temporary assignment by the County Administrator without additional compensation.

A Department Director must seek approval from the Department of Human Resources to temporarily assign an employee to perform work outside of the scope of his/her job duties, as outlined in the Official Job Description. Department Directors shall consult with the Department of Human Resources on the type of temporary assignment that would be appropriate and whether any adjustment of pay is warranted. Temporary assignments include:

##### **1 Interim Assignments**

Interim assignments are situations when an employee is temporarily assigned some, but not all, responsibilities of a different position or job classification, in addition to the normal duties of his/her Official Job Description. Salary adjustments shall not be approved for interim assignments of 30 days or less. Such interim assignments shall only be approved for a period of up to one year (365 calendar days). The Department Director may request an exception to extend an interim assignment to the Department of Human Resources for the approval of the County Administrator. The County Administrator can make case-by-case exceptions to meet operational needs.

## **2 Reassignments**

Reassignments are situations when an employee is temporarily assigned to perform the full range of duties or responsibilities of a different position or job classification, **instead of** the normal duties of his/her Official Job Description for a period of 30 days or less. Department Directors shall submit a written request to the Department of Human Resources to reassign an employee for review and approval. Reassignments requested by a Department Director shall only be approved for a period of 30 consecutive calendar days or less and shall not result in an adjustment in pay. Only the County Administrator or designee is authorized to temporarily reassign employees to different positions, job classifications, and/or departments in the event of an emergency or to meet other operational needs and to determine the length of such reassignments and any adjustments in pay.

## **3 Acting Appointments**

Acting appointments are situations when an employee is assigned to perform all the duties of a position and no longer performs the duties of his/her Official Job Description for a period of more than 30 consecutive calendar days. Department Directors shall submit requests to place an employee into an acting appointment to the Department of Human Resources for review and approval. Such acting appointments shall only be approved for a period of up to one year (365 calendar days). The Department Director may request an exception to extend an acting appointment to the Department of Human Resources for the approval of the County Administrator. Acting appointments are typically in a position at a higher pay grade than the employee's normal job classification. The Department of Human Resources shall conduct a salary review for an acting appointment as in accordance with the County's policies and procedures governing pay. Acting appointments to a position at the same or lower pay grade shall not result in a salary adjustment. An employee placed in an acting appointment must meet the minimum qualifications of the job as outlined in the Official Job Description.

## **C Pay for Transfers, Promotions, and Demotions**

### **1. General Workforce**

The County Administrator shall establish administrative policies and procedures governing the appropriate compensation for transfers, promotions, and demotions. If the transfer is to a position in the same pay grade it is viewed as a lateral transfer and there is typically no salary change. If the transfer is to a position in a lower pay grade it is a demotion, and the salary will generally be decreased a minimum of 5%. If the demotion is a result of disciplinary action a pay decrease of at least 5% shall occur. An employee transferring to another position must meet the minimum qualifications for the position and must be paid within the pay grade (at or between the minimum and maximum salaries) for the new position.

### **2. Public Safety**

The County Administrator or designee shall approve General Orders (LCSO) and Standard Operating Procedures (LCFR) governing step increases or step decreases for transfers, promotions,

and demotions of sworn and uniformed employees. In the case of a demotion the employee's current base salary shall decrease by at least five percent.

#### **D Pay Increases**

Regular employees may be eligible to receive a merit pay increase, or a step pay increase provided they meet specific criteria described in the Board's policies as set forth in this Handbook and the County Administrator's administrative policies and procedures. In years when a merit or step pay increase is awarded, an employee's base salary may not exceed the maximum of his/her salary range. An eligible employee who will not receive all or part of a merit or step pay increase due to his or her salary's proximity to the maximum of the salary range will receive a lump-sum payment equivalent to the dollar difference between the amount of the merit or step pay increase and the maximum of the salary range. Merit pay increases shall be applied as a percentage increase to an employee's base pay. Any supplemental pay the employee may receive in accordance with Section 5.10 of this policy would not be included as part of the merit salary adjustment.

In addition to merit pay and step pay increases, the Board reserves the right to authorize other forms of pay increases such as across-the-board or cost-of-living pay increases.

#### **G Pay Increases for Employees in Temporary Positions**

Employees in temporary positions are not eligible for merit increases provided to regular employees. From time to time, minimum salaries of pay grades within a pay plan are increased in response to market factors or a position is reclassified to a higher pay grade. When this occurs, temporary employees who encumber impacted positions and who have an hourly pay rate below the new minimum salary for the position will receive a salary adjustment to increase their pay to the new minimum hourly pay rate. A Department Director may request that the Department of Human Resources conduct a salary adjustment review of temporary positions in a certain classification title where there are significant issues such as recruitment and retention. All salary adjustments for temporary positions shall be approved by the County Administrator.

#### **H Salary Reviews and Within Pay Grade Adjustments**

The County Administrator, or designee, is authorized to conduct periodic reviews of actual County salaries to test for vertical and horizontal pay compression and pay inequities within individual job classifications, departments, or Countywide. The County Administrator or designee is authorized to adjust the salaries of individual employees to resolve compression issues and pay inequities in compensation levels, provided such adjustments can be made within the Department's current approved fiscal year budget. The County Administrator may also request the Board approve funding to resolve identified issues with compression or pay inequities. The County Administrator shall maintain administrative policies and procedures governing salary reviews and within pay grade adjustments.

## **1. Counteroffers**

Department Directors may submit a request to the Department of Human Resources for approval to extend a counteroffer to an employee who has received a written offer for employment for a non- County position at a salary higher than the employee's current salary with the County. The County Administrator or designee is authorized to approve counteroffers and to establish administrative policies and procedures governing eligibility and approval. Counteroffers shall be developed in accordance with the County's policies and procedures governing salary determinations.

### **I Authorized Work Periods and Regularly Scheduled Hours**

Work periods are established in order to determine when non-exempt employees are eligible for overtime. All County work periods begin Thursday 12:01 am and end Wednesday midnight. All work time for non-exempt employees must be reported accurately in 15-minute increments.

All work beyond the authorized workday, workweek or regularly scheduled hours must be approved by the employee's supervisor. Regularly scheduled hours do not include overtime hours or additional hours scheduled in advance beyond the budgeted hours for the position. Supervisors must exercise control and management of work activity so that only authorized and directed work is performed.

### **J Changes to Regular Scheduled Hours**

The County Administrator is authorized to implement and approve changes to the regular scheduled hours for all County positions, to include increasing or decreasing the number of regularly scheduled hours. Increases to the regular scheduled hours of regular, full-time FLSA exempt and non-exempt positions shall not result in additional compensation or an increase to the annualized base salary for the position so long as the new (now lower) hourly rate is at or above the federal or state minimum, whichever is highest. Decreases to the regular scheduled hours of regular, full-time FLSA exempt and non-exempt positions shall not result in a decrease to the annualized base salary for the position and shall result in a higher hourly rate for non-exempt employees. The County Administrator is authorized to approve exceptions to the provisions outlined in this section based on operational considerations.

### **K Employee Furloughs**

In the event of a budget shortfall or other adverse economic conditions, the County Administrator may recommend the Board approve an employee furlough (mandatory unpaid time off from work). The County Administrator shall have the authority to implement and administer an employee furlough approved by the Board and to implement and maintain administrative policies and procedures governing the furlough. The County Administrator shall have the discretion to: 1) implement a Board approved furlough Countywide or exempt, in whole or in part, specific positions, job classifications, or departments; 2) implement the furlough solely in workweeks with a designated furlough day or implement a prospective furlough pay reduction spread across a

designated number of pay-periods; and 3) designate specific furlough days, including establishing different furlough days for different positions, job classifications, or departments. In cases where the County Administrator deems that the imposition of a furlough on a particular position, job classification, or department is not in the best interest of the County, the County Administrator shall have the authority to implement a temporary salary reduction, equal to the amount of the furlough reduction, in lieu of the furlough during the same fiscal year. The County Administrator shall have the authority to resolve, in his/her discretion, any furlough issue not clearly addressed by this policy.

The Department of Human Resources shall provide employees with at least thirty (30) calendar days advance written notice of an impending furlough or temporary reduction in pay. The Code of Virginia preserves as non-grievable management's prerogative and right to manage the affairs and operations of government to include the establishment and revision of wages.

#### **L Direct Deposit of Pay**

Regular employees, probationary employees, and long-term temporary employees with Loudoun County are required to receive their wages via direct deposit. Such employees are responsible for establishing an account in which wages may be directly deposited in accordance with administrative policies and procedures. The Department of Finance and Budget is authorized to make exceptions to this requirement based on operational necessity or other relevant considerations.

#### **M Pay Errors**

Employees are responsible for immediately reporting errors of overpayment or underpayment to their Department Payroll Liaison. Once an overpayment is identified or confirmed by the Department of Finance and Budget's Payroll Division the employee shall be required to reimburse the County. Reimbursements are generally due immediately and will be handled by issuing a new check or payment for the correct amount while simultaneously collecting a personal check from the employee or processing an adjustment on the next payroll in accordance with applicable law. If extenuating circumstances exist, the Payroll Division shall work with the employee to agree to a repayment schedule specifying the amount of money to be deducted from each subsequent paycheck until the overpayment is reimbursed.

In the case of an underpayment, the Payroll Division shall consult with the employee and Payroll Liaison to determine if an administrative error occurred or if a genuine pay dispute exists. In the event of an administrative error resulting in an underpayment, the Payroll Division shall correct the underpayment on the next scheduled paycheck. Underpayments in excess of \$200.00 may be made with a separate check or payment prior to the next paycheck upon request by the employee. The Payroll Division shall immediately refer genuine pay disputes regarding the amount of pay owed to an employee to the Employee Relations Division of the Department of Human Resources for investigation and resolution.

## **5.10 EMPLOYEE BONUSES**

In accordance with Chapter 252.02, Employees Generally - Bonuses, of the codified ordinances of Loudoun County, any of the County's officers and employees may be paid a monetary bonus for exceptional services rendered. Specific criteria for the County's bonus programs are set forth in the County Administrator's administrative policies and procedures.

## **5.11 CONSTITUTIONAL OFFICER PAY**

Salaries for constitutional officers are determined and approved by the Compensation Board of the Commonwealth of Virginia (Compensation Board). In addition, the Code of Virginia sets limits on salaries of employees of the Sheriff and the Commonwealth's Attorney. No deputy sheriff or assistant attorney for the Commonwealth may receive an annual salary that exceeds ninety percent of the salary received by the Sheriff or the attorney for the Commonwealth, respectively.

Although not employees of the County, constitutional officers are considered Department Directors in the County government. The salaries of constitutional officers may not exceed the maximum of the salary range for the Department Director position unless the Compensation Board authorizes a salary for a constitutional officer which is greater than the maximum of the County's salary range for a Department Director position.

Pursuant to a current signed agreement between the constitutional officer and the Board of Supervisors, constitutional officers are eligible for the same annual merit salary increase as granted by the Board to County Department Directors who are not constitutional officers. Likewise, provided a current signed agreement exists, the County Administrator is authorized to implement supplemental salary increases for constitutional officers subject to an offset against any salary increase approved for constitutional officers by the Compensation Board. Such supplemental salary increases shall be in the same fiscal year as any increase granted constitutional officers by the Compensation Board and shall be effective at the same time as merit salary increases are effective for Department Directors who are not constitutional officers.

## **5.12 SUPPLEMENTAL PAY PLAN**

Supplemental Pay is any monetary compensation that is paid in addition to an employee's normal salary and any applicable overtime. The Board establishes and approves types and amounts/rates of supplemental pay. The County reserves the right to implement, revise, replace, or eliminate certain forms of compensation as approved by the Board; including additions of new types of supplemental pay; deletion of existing supplemental pay; and changes to the rate or amount of a particular type of supplemental pay. All types of supplemental pay are subject to annual funding by the Board.

The Department of Human Resources maintains and updates the Supplemental Pay Plan, which includes a list of approved supplemental pay as approved by the Board. The updated list shall be posted along with the County's Compensation Plan on the County's intranet. See Attachment 1.

**ATTACHMENT 1 – SUPPLEMENTAL PAY PLAN**

<b>NAME</b>	<b>ELIGIBILITY</b>	<b>RATE</b>	<b>POLICY</b>
<b>Fire &amp; Rescue (LCFR)</b>			
Administrative Pay	Uniformed LCFR	5% base salary increase	LCFR SOP
Advanced EMT (AEMT)	Uniformed LCFR	\$6,000 annually	LCFR SOP
Advanced Life Support (ALS)	Uniformed LCFR	\$7,207 to \$15,000 annually depending on level	LCFR SOP
Advanced Life Support (ALS) Incentive Pay	Uniformed LCFR	\$10,000 one-time lump-sum payment	LCFR SOP
Bomb Technician	Uniformed LCFR	\$1,500 annual stipend	LCFR SOP
Canine Handler	Uniformed LCFR	5% base salary increase	LCFR SOP
Education Increase	Uniformed LCFR	5% base salary increase <sup>2</sup>	Chapter 7.5, HR Handbook
Hazmat Technician I	Uniformed LCFR	\$1,500 annual stipend	LCFR SOP
Hazmat Technician II	Uniformed LCFR	\$2,500 annual stipend	LCFR SOP
Meter Technician	Uniformed LCFR	\$1,500 annual stipend	LCFR SOP
SCBA Technician	Uniformed LCFR	\$1,500 annual stipend	LCFR SOP
Shift Differential	Regular or probationary employees in the Emergency Communication Center (ECC) only	\$.65/hour for ECC employees scheduled between 7:00 PM and 7:00 AM	LCFR SOP
Swiftwater Rescue Technician	Uniformed LCFR	\$1,500 annual stipend	LCFR SOP
<b>Sheriff's Office (LCSO)</b>			
Adult Detention Center (ADC) Stipend	Sworn LCSO	\$3,000 annual stipend	LCSO General Order
Canine Handler	Sworn LCSO	½ hour of overtime weekly	LCSO General Order
Clothing Allowance	Sworn LCSO	\$1,100 one-time payment	LCSO General Order
Education Increase	Sworn LCSO	5% base salary increase <sup>3</sup>	Chapter 7.5, HR Handbook
Off-Duty Community Event Overtime	Sworn LCSO	Time and ½ for non-exempt sworn staff working in an off-duty community event capacity	Chapter 5.6.10

<sup>2</sup> If the 5% base salary increase results in the base salary being between steps, then the base salary is rounded to the next highest step.

<sup>3</sup> If the 5% base salary increase results in the base salary being between steps, then the base salary is rounded to the next highest step.

Shift Differential	Regular or probationary employees scheduled between 6:00 PM and 6:00 AM	Regular differential = \$.65/hour Overtime shift differential = \$.97/hour	LCSO General Order
Training Officer	Sworn LCSO	\$2 per hour stipend while training	LCSO General Order
<b>Other Supplemental Pay</b>			
Certification Pay	Regular employee	2.5% of base salary lump-sum one-time payment	Chapter 7.5.05 of the HR Handbook
Closure Pay /Essential Personnel Pay	Regular, probationary, and leave eligible temporary employees	Pay to non-essential and essential employees when County offices or facilities close. Rate as established by the County Administrator.	Payroll Administrative Policy-County Closure
Commercial Driver`s License (CDL) Stipends	Regular and probationary employees in positions that prefer or require a CDL	\$1,500 for preferred \$2,000 for required	HR Administrative Policy - License (CDL) Stipends
Education Increase	Regular employee	5% base salary increase	Chapter 7.5, HR Handbook
Exchange Time	Regular, probationary, and temporary FLSA non-exempt employees <sup>1</sup>	Pay for work in excess of the authorized workday up to the FLSA work period. Employee may elect to receive compensation in the form of Exchange Time Leave.	HR Administrative Policy-Supplemental Pay
Hazard Pay	Regular and probationary employees who meet criteria	Additional pay or bonus for performing work involving physical risk or hardship. Form and rate as established by the County Administrator.	HR Administrative Policy-Supplemental Pay
Language Stipend	Regular and probationary employees	Additional pay or bonus in recognition of proficiency in a designated language other than English. Form and rate as established by the County Administrator	HR Administrative Policy-Supplemental Pay
On-Call Pay	Regular and probationary employees	Pay for on-call response to provide 24-hour service coverage. If the employee is called to work, the employee	Commercial Driver`s HR Administrative Policy-Supplemental Pay

		will be paid for actual time worked in 15-minute increments at the employee's regular hourly rate or overtime if applicable under the Fair Labor Standards Act (FLSA).	
On-Call Waiting Pay	Regular and probationary employees	\$3.98 hour	HR Administrative Policy-Supplemental Pay
Relocation Pay	Eligible new hires	\$2,000 to \$10,000 one-time lump-sum payment	HR Administrative Policy, Relocation Expense
Recall Pay	Regular and probationary FLSA non-exempt employees	Pay at time and ½ for returning to work to perform work in excess of the authorized workday due to an emergency – minimum 2 hours	HR Administrative Policy-Supplemental Pay
Service Pay	Regular and probationary employees	Pay for after-hours emergency response	HR Administrative Policy-Supplemental Pay
MHSADS Exempt Emergency Pay (OT Pay 1x)	Exempt regular and probationary employees in MHSADS in specific positions <sup>ii</sup>	Pay for hours worked beyond 37.5 per week at straight time for certain exempt employees responding to emergency situations	HR Administrative Policy-Supplemental Pay

<sup>i</sup> The County Administrator is authorized to approve exchange time/leave for exempt positions based on business or operational need.

<sup>ii</sup> Positions include all Clinicians, Clinician/Emergency Services Supervisors, Nurses, Residential Counselors, Day Support Counselors, Senior Day Support Counselors, LPNs, In Home Support Team Coordinator, Consumer Directed Services Coordinator, and Assistant Group Home Operations Manager.