



Compensation **Policy**

Policy

Vulcan County will provide fair and equitable overall compensation to all staff based on internal equity and market comparison. Compensation will be structured so as to attract and retain competent and qualified staff and to appropriately reward their performance.

Procedures

1. A salary range will be established for all positions that is in appropriate relation to both the external market and the relative internal ranking.
2. All staff may appeal their internal ranking and assigned salary range through their supervisor to the Chief Administrative Officer. The C.A.O.'s salary range will be determined by Council.
3. Salaries upon hiring will be based on the successful applicant's past experience and qualifications as well as general market conditions.
4. Movement within each salary range will be based upon the overall performance of the incumbent as determined by a performance review that will be conducted prior to the end of their probationary period and annually prior to the incumbent's anniversary date of hire. The performance review will be conducted as per the Performance Review Policy in place at the incumbent's anniversary date. All staff will be eligible for an increase of one step dependent upon their performance. **In no case will the maximum of the salary range be exceeded.**
5. Performance increases will be recommended by the immediate supervisor and approved by the Chief Administrative Officer. In the case of the C.A.O., the

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Approved by County Council

Cross Reference: Council Motion MTN. 2011-02-31

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recommendation and approval will be by Council.

6. Overall compensation trends and data such as the Consumer Price Index (CPI) will be surveyed annually and a recommendation for any changes and any cost of living (COLA) increase, will be made annually by the C.A.O. to Council with input from all concerned staff.
7. In no case will any increase be given unless substantiated by good performance.

VULCAN COUNTY POLICY NO. 12-3131

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