

1. Salary Board Meeting Agenda | June 23, 2021

Documents:

[SALARY BOARD MEETING AGENDA 06-23-21.PDF](#)

2. Butler County Compensation Policy Revised | 06.23.2021

Documents:

[BUTLER COUNTY COMPENSATION POLICY \[REVISED 06.23.2021S\].PDF](#)



**Butler County Salary Board
Regular Meeting
June 23, 2021—10:00 A.M.**

CALL TO ORDER

An executive session was held on June 3, 2021, and on June 16, 2021 for the purposes of discussing personnel matters.

PUBLIC COMMENT

APPROVAL OF MINUTES—March 17, 2021

NEW BUSINESS

Ratification of the following action:

Prison

1. Fix Salary: Correction Officer **[20 positions]**
Hourly Rate: \$20.0000 / hour (per CBA)
Effective Date: 05/09/2021
Status: Part Time
2. Fix Salary: Correction Officer **[20 positions]**
Hourly Rate: \$18.0000 / hour
Effective Date: 05/09/2021
Status: Part Time, Irregular, less than 1,000 hours
(No Benefits, No Retirement)
3. Creation: Shift Commander, Pay Grade 9 (23.49—32.88)
Hourly Rate: \$31.6702
Effective Date: 05/10/2021
Status: Full Time (Benefits, Retirement)
4. The follow job description(s) shall be sent to the Compensation Consultant (Archer) for evaluation:
 - Maintenance Supervisor

Whenever the board shall consider the number or salaries of the deputies or other employees of any county officer, such officer shall sit as a member of the board, as long as any matter affecting the office is under consideration and no longer.

Information Technology

5. Creation: IT Manager, Pay Grade 13 (59,971—83,959)
Annual Salary: \$75,060.00
Effective Date: 05/10/2021
Status: Full Time (Benefits, Retirement)

Property & Revenue—Mapping

6. Fix Salary: Mapping Director, Pay Grade 8 (46,072—64,501)
Annual Salary: \$57,500.00
Effective Date: 05/03/2021
Status: Full Time (Benefits, Retirement)

Property & Revenue—Assessment

7. Creation: Clerk Typist II *
Hourly Rate: 19.6577 / hour (per CBA) hired before April 2019
17.6919 / hour (per CBA) hired after April 2019
Effective Date: 05/04/2021
Status: Full Time (Benefits, Retirement)

***Position shall be eliminated upon vacancy of a Clerk Typist II.**

Central Mail Room

8. Eliminate: Central Postal Circulation Clerk **[2 positions]**
Hourly Rate: \$15.9035 / hour (per CBA)
Effective Date: 06/07/2021
Status: Part Time, less than 1,000 hours (No Benefits, No Retirement)

Creation: Central Mail Clerk
Hourly Rate: \$15.9035 / hour (per CBA)
Effective Date: 06/07/2021
Status: Full Time (Benefits, Retirement)

Parks & Recreation

9. Fix Salary: Parks Program Director, Pay Grade 6 (19.48—27.27)
Hourly Rate: \$22.0000 / hour
Effective Date: 05/17/2021
Status: Full Time (Benefits, Retirement)

10. Fix Salary: Parks & Recreation Director, Pay Grade 13 (59,971—83,959)
Annual Salary: \$82,009.18
Effective Date: 05/24/2021
Status: Full Time (Benefits, Retirement)

11. Eliminate: Head Lifeguard
Hourly Rate: \$10.2500 / hour (1st year)
 \$10.5000 / hour (2nd year)
 \$10.7500 / hour (3rd year)
Effective Date: 05/27/2021
Status: Seasonal (No Benefits, No Retirement)

Eliminate: Assistant Head Lifeguard **[2 positions]**
Hourly Rate: \$09.5000 / hour (1st year)
 \$09.7500 / hour (2nd year)
 \$10.0000 / hour (3rd year)
Effective Date: 05/27/2021
Status: Seasonal (No Benefits, No Retirement)

Eliminate: Cashier **[2 positions]**
Hourly Rate: \$08.7500 / hour (1st year)
 \$09.0000 / hour (2nd year)
 \$09.2500 / hour (3rd year)
Effective Date: 05/06/2021
Status: Seasonal (No Benefits, No Retirement)

Eliminate: FT Lifeguard **[14 positions]**
Hourly Rate: \$08.7500 / hour (1st year)
 \$09.0000 / hour (2nd year)
 \$09.2500 / hour (3rd year)
Effective Date: 05/27/2021
Status: Seasonal (No Benefits, No Retirement)

Eliminate: PT Lifeguard **[14 positions]**
Hourly Rate: \$08.7500 / hour
Effective Date: 05/27/2021
Status: Seasonal (No Benefits, No Retirement)

Eliminate: Head Camp Counselor
Hourly Rate: \$10.2500 / hour (1st year)
 \$10.5000 / hour (2nd year)
 \$10.7500 / hour (3rd year)
Effective Date: 05/06/2021
Status: Seasonal (No Benefits, No Retirement)

Eliminate: Assistant Head Camp Counselor
Hourly Rate: \$09.5000 / hour (1st year)
\$09.7500 / hour (2nd year)
\$10.0000 / hour (3rd year)
Effective Date: 05/06/2021
Status: Seasonal (No Benefits, No Retirement)

Eliminate: Camp Counselor **[6 positions]**
Hourly Rate: \$08.7500 / hour (1st year)
\$09.0000 / hour (2nd year)
\$09.2500 / hour (3rd year)
Effective Date: 05/06/2021
Status: Seasonal (No Benefits, No Retirement)

Eliminate: Maintenance Worker **[2 positions]**
Hourly Rate: \$10.7500 / hour (1st year)
\$11.0000 / hour (2nd year)
\$11.5000 / hour (3rd year)
Effective Date: 05/06/2021
Status: Part Time, less than 1,000 hours (No Benefits, No Retirement)

Eliminate: Maintenance Worker
Hourly Rate: \$10.7500 / hour (1st year)
\$11.0000 / hour (2nd year)
\$11.5000 / hour (3rd year)
Effective Date: 05/06/2021
Status: Part Time, 500 hours (No Benefits, No Retirement)

Eliminate: Maintenance Worker **[2 positions]**
Hourly Rate: \$08.7500 / hour (1st year)
\$09.0000 / hour (2nd year)
\$09.2500 / hour (3rd year)
Effective Date: 05/06/2021
Status: Part Time, 500 hours (No Benefits, No Retirement)

Creation: Lead Lifeguard **[2 positions]**
Hourly Rate: \$12.0000 / hour
Effective Date: 05/27/2021
Status: Seasonal (No Benefits, No Retirement)

Creation: Lifeguard **[22 positions]**
Hourly Rate: \$10.0000 / hour *
Effective Date: 05/27/2021
Status: Seasonal (No Benefits, No Retirement)

*** Positions shall be eligible for certification reimbursement not to exceed \$200.00; and the positions shall be eligible for additional pay of \$200.00, if the employee instructs at least three (3) swimming lesson sessions; and the positions shall be eligible for additional pay of \$200.00, if the employee works at least half of the lane rental sessions; and the positions shall be eligible for additional pay not to exceed \$500.00, if the employee recruits another lifeguard for the season; and, the positions shall be eligible for additional pay of \$500.00, if the employee works more than 250 hours in 2021.**

Creation: Head Camp Counselor
Hourly Rate: \$11.5000 / hour (1st year)
\$11.7500 / hour (2nd year)
\$12.0000 / hour (3rd year)
Effective Date: 05/06/2021
Status: Seasonal (No Benefits, No Retirement)

Creation: Assistant Head Camp Counselor
Hourly Rate: \$10.5000 / hour (1st year)
\$10.7500 / hour (2nd year)
\$11.0000 / hour (3rd year)
Effective Date: 05/06/2021
Status: Seasonal (No Benefits, No Retirement)

Creation: Supervisor Cashier **[2 positions]**
Hourly Rate: \$10.5000 / hour (1st year)
\$10.7500 / hour (2nd year)
\$11.0000 / hour (3rd year)
Effective Date: 05/06/2021
Status: Seasonal (No Benefits, No Retirement)

Creation: Cashier **[2 positions]**
Hourly Rate: \$10.0000 / hour (1st year)
\$10.2500 / hour (2nd year)
\$10.5000 / hour (3rd year)
Effective Date: 05/06/2021
Status: Seasonal (No Benefits, No Retirement)

Creation: Maintenance Worker **[2 positions]**
Hourly Rate: \$12.0000 / hour (1st year)
\$12.2500 / hour (2nd year)
\$12.5000 / hour (3rd year)
Effective Date: 05/06/2021
Status: Part Time, less than 1,000 hours (No Benefits, No Retirement)

Creation: Maintenance Worker **[2 positions]**
Hourly Rate: \$10.5000 / hour (1st year)
\$10.7500 / hour (2nd year)
\$11.0000 / hour (3rd year)
Effective Date: 05/06/2021
Status: Part Time, 500 hours (No Benefits, No Retirement)

Creation: Maintenance Worker
Hourly Rate: \$12.5000 / hour
Effective Date: 05/06/2021
Status: Part Time, 500 hours (No Benefits, No Retirement)

Facilities & Operations

12. Creation: Custodial Worker I *
Hourly Rate: \$23.6979 / hour (base) | \$25.3568 (longevity)
Effective Date: 05/17/2021
Status: Full Time (Benefits, Retirement)

***Positon shall be eliminated upon vacancy.**

Property & Revenue

13. The follow job description(s) shall be sent to the Compensation Consultant (Archer) for evaluation:

- Property & Revenue Director

Elections

14. Fix Salary: Judge of Elections
Daily Rate: \$200 / day *
Effective Date: 05/11/2021
Status:
*Position is eligible to receive \$20 plus mileage for transporting returns.

Fix Salary: Majority Inspector of Elections
Daily Rate: \$185 / day
Effective Date: 05/11/2021
Status:

Fix Salary: Minority Inspector of Elections
Daily Rate: \$185 / day *
Effective Date: 05/11/2021
Status:
*Position is eligible to receive \$20 plus mileage for transporting returns.

Fix Salary: Clerks | Constables
Daily Rate: \$185 / day
Effective Date: 05/11/2021
Status:

Approval of the following action:

Clerk of Courts

15. The follow job description(s) shall be sent to the Compensation Consultant (Archer) for re-evaluation:

- First Deputy Clerk of Courts
- Second Deputy Clerk of Courts

Register of Wills

16. The follow job description(s) shall be sent to the Compensation Consultant (Archer) for re-evaluation:

- First Deputy Register of Wills
- Second Deputy Register of Wills

Treasurer

17. The follow job description(s) shall be sent to the Compensation Consultant (Archer) for re-evaluation:

- First Deputy Treasurer
- Second Deputy Treasurer

Controller

18. Creation: Internal Auditor II
Hourly Rate: \$20.5192 / hour (per CBA)
Effective Date: 06/24/2021—09/15/2021
Status: Full Time (Benefits, Retirement)

Elections

19. The follow job description(s) shall be sent to the Compensation Consultant (Archer) for evaluation:

- Poll Worker & Precinct Coordinator

Human Services

20. The follow job description(s) shall be sent to the Compensation Consultant (Archer) for re-evaluation:

- Housing Coordinator

21. Creation: Administrative Services Manager, Pay Grade 9 (48,852—68,393) *
Annual Salary: [**Salary Board will fix the salary at a later date**]
Effective Date: 07/01/2021
Status: Full Time (Benefits, Retirement)

***Position shall be eliminated upon vacancy of an Administrative Services Manager.**

Planning

22. The follow job description(s) shall be sent to the Compensation Consultant (Archer) for re-evaluation:

- CDBG Coordinator

23. The follow job description(s) shall be sent to the Compensation Consultant (Archer) for evaluation:

- Deputy Director of Economic Development

Salary Board Policies & Procedures

24. Compensation Policy Revisions

Amend Section IV

Add: Subsection B. Pay Scale Increases: The Pay Scale (pay grade midpoints) shall be adjusted annually, on January 1st, by the percentage change in the Employment Cost Index (E.C.I.) for total compensation, for state and local government workers, by occupational group and industry *for All workers*, for the 12-month period ending [**September 30**] for the year preceding the adjustment. (**Percentage changes shall be retroactive to January 1, 2021, effective on January 1, 2022**).

Facilities & Operations

25. Eliminate: Maintenance Repairman **[3 positions]**
Hourly Rate: \$24.2903/ hour (per CBA)
Effective Date: 06/20/2021
Status: Full Time (Benefits, Retirement)

Prison

26. Creation: Maintenance Repairman **[3 positions]**
Hourly Rate: \$24.2903/ hour (per CBA)
Effective Date: 06/20/2021
Status: Full Time (Benefits, Retirement)

CONFERENCE TIME WITH MEDIA

ADJOURNMENT

Next Meeting: Wednesday September 15, 2021, 10:00 AM



Butler County Compensation Policy

I. PURPOSE

The Butler County Salary Board expects candidates to possess the minimum qualifications for their position; and recognizes the importance of compensating individuals for their experience relevant to the position. The County is committed to maintaining salary levels that are in compliance with all applicable laws and regulations; and that also maintain internal equity. Accordingly, this policy provides a practical framework for establishing the pay rates for all Non-Union employees.

II. SCOPE

The Compensation Policy shall guide the Salary Board in setting the pay rates for all Non-Union County employees that are either a new hire, are transferring positions, or have a change in status. The policy is designed to help establish pay rates that recognize relevant qualifications, experience, and length of County service in determining an employee's pay rate. Each position shall have an established job description that describes the duties and the minimum qualifications of the position, and each position shall be classified into a pay grade accordingly. To develop a competitive compensation plan, the County has established a reasonable correlation between the internal job classifications, and the external market value of comparable position(s). This was accomplished statistically through linear regression analysis. The Salary Board hereby adopts twenty-one (21) pay grades. The pay grades have been specifically determined by the number of jobs, the applicable evaluation points, and pay grade groupings. Each pay grade has a range using a forty percent (40%) spread from the midpoint. These ranges expressly define the minimum and maximum salaries for a specific position, and afford an employee sufficient latitude to progress through the salary range. Any proposed position or proposed changes to an existing position's pay grade shall require the completion of both a job classification questionnaire and a job description that shall be reviewed by the Salary Board for the potential submission to a third-party for a pay grade evaluation or re-evaluation.

III. PROCEDURES

To apply this policy, all Non-Union new hires and internally transferred employees shall start at the minimum rate for their specified pay grade, unless requested and duly authorized by Salary Board. An employee's pay rate shall be subject to applicable County policies, including but not limited to the County's Compensation Policy and recruitment policies and procedures.

A. Pay Rate for New County Employees

1. Applicants shall be offered the minimum rate for the pay grade, after considering the following:

- a. Applicants hired may increase the pay rate one percent (1%) from the minimum for each year (12 months) of related previous experience, as confirmed by Human Resources.
- b. Applicant's pay rate for experience shall not exceed the midpoint.
- c. Applicant's hired on or after January 1, 2020 shall not be eligible for longevity increases.

B. Pay Rate for Internal Transfers (Change in Status)

1. Bargaining Unit employees, internally transferred to a position on the pay scale may increase their current pay rate by six percent; or the minimum rate for the new pay grade, whichever is greater.

- a. Employees internally transferred to a position on the pay scale on or after January 1, 2020, shall not be eligible for longevity increases; and the pay rate may be adjusted accordingly.

2. Non-Union employees being transferred to a position at a higher pay grade may increase their current pay rate by five percent for the first-grade advancement, four percent for the second-grade advancement, three percent for the third-grade advancement, two percent for the fourth-grade advancement, and one percent for the fifth-grade advancement—for a maximum of fifteen percent (cumulative); or the minimum rate for the new pay grade, whichever is greater.

C. Pay Rate for Re-Hired County Employees

1. Former County employees, who separated from County employment—in good standing, and that are returning to County employment within one year (12 months) of their separation date in the same position, may be reinstated at the same rate of pay, at the time of separation.

2. Former County employees returning to service in a different position shall be subject to the requirements of this Compensation Policy.

D. Maximum Pay Rate for All Employees

1. Employees who have reached the maximum pay rate for their pay grade shall not receive a salary increase above the maximum.

2. Employees who have reached the maximum pay rate for their pay grade (and receive no salary increase); or, employees reaching the maximum pay rate for their pay grade, as a result of an annual increase (and receive only a partial salary increase), are eligible to be awarded a stipend. If awarded, the stipend shall be equal to the difference between an employee's maximum pay rate for their pay grade, and the compensation the employee would have otherwise received with the annual increase, barring pay grade maximums. The stipend shall be amortized over bi-weekly periods in the applicable year, insofar as the employee remains in a position that is classified in the same pay grade.

In no way shall the stipend increase the employee's base rate of pay, inclusive of any longevity. The stipend shall expire at the end of the applicable year. Accordingly, any salary increases for an employee transferring to a position in a higher pay grade, shall be calculated based upon the employee's base rate of pay, which remains unaffected by the stipend. Employees hired or re-hired, as the case may be, on or after January 1, 2020, are not eligible to be awarded a stipend.

E. Evaluation of Job Classification/Pay Grade

Proposals for the creation of a new position(s) shall require the completion of both a job classification questionnaire and a job description that shall be reviewed by the Salary Board for the potential submission to a third-party for a pay grade evaluation. The questionnaire and the job description shall be submitted to the Salary Board at a scheduled Salary Board meeting, or during a scheduled Salary Board executive session, with all members being notified in advance.

F. Re-evaluation of Job Classification/Pay Grade

Proposed changes to an existing position's pay grade shall require the completion of both a job classification questionnaire and a job description that shall be reviewed by the Salary Board for the potential submission to a third-party for a pay grade re-evaluation. The questionnaire and the job description shall be submitted to the Salary Board on or before March 31st, in the year of the request. An existing position's pay grade shall not be re-evaluated more than once, during a four year period.

IV. PRACTICES

To respond to economic and market conditions, the Salary Board may review and benchmark the pay scale every four years. Additionally, The Salary Board shall use the Bureau of Labor Statistics Employment Cost Index (ECI) as the benchmark to determine annual increases to pay rates for Non-Union employees. All increases in pay rates are entirely dependent upon and subject to the County's financial condition and budgetary constraints.

A. Pay Increases and Stipends

The Salary Board may award pay increases and/or stipends for non-union employees for the following year at its regularly scheduled third quarter meeting; notwithstanding, the Board reserves the right to take action at any other time. Pay increases shall take effect on January 1st of the following year for all non-union employees hired or re-hired, as the case may be, to County employment on or before the September 30th of the current year.

B. Pay Scale Increases

The Pay Scale (pay grade midpoints) shall be adjusted annually, on January 1st, by the percentage change in the **Employment Cost Index (E.C.I.) for wages and salaries, for state and local government workers, by occupational group and industry (currently Table 11)** for *All workers*, for the 12-month period ending June 30th for the year preceding the adjustment.*

*Percentage changes shall be retroactive to January 1, 2021, effective on January 1, 2022

V. MISCELLANEOUS

A. The Salary Board reserves the right to terminate, amend, or adjust this process at any time without liability to any person who may be affected by such termination, amendment, or adjustment.

B. Nothing contained here in shall alter the at-will status of employment, and no employee shall have a vested right to continuation of this policy for any reason.

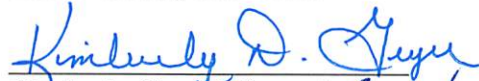
C. Any exceptions to this Compensation Policy must be authorized by the Salary Board, at a regularly scheduled meeting.

Adopted:
12/27/2019




Leslie Osche, Chairman

Revised:
03/17/2021

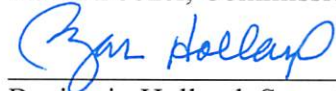


Kimberly Geyer, Commissioner

Revised:
06/23/2021



Kevin Boozel, Commissioner



Benjamin Holland, Secretary

John A. Baker

Secretary of the Board
of the State of New York

Albany, N. Y.