
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Compensation
POLICY NUMBER: 7150

7150.1 This policy shall apply to all District employees.

7150.2 The payroll need not be submitted to the Board before issuing the checks. The pay period for District personnel shall be bi-weekly, with payment made on Wednesday following the last Friday of the pay period.

7150.3 Wages are established on the basis of a 40-hour work week.

7150.4 Payment for such overtime, sick leave, and vacation time, as may be provided for in this salary schedule, shall be made on an hourly rate. The hourly rate shall be derived by dividing the employees bi-weekly rate by 80 hours.

7150.5 When an employee is not entitled to full payment for any bi-weekly pay period, payment will be made on a pro-rated basis computed on the hourly rate which would be equivalent to his bi-weekly wage rate for the same period.

7150.6 Any employee terminated for cause (fired) shall be paid before the end of the next working day following termination. Any employee who voluntarily terminates employment shall be paid at the next regular payroll, except under extenuating circumstances which the District Manager determines to be good cause for earlier payment.

7150.7 The specific salary schedule currently in effect is subject to periodic review and changes by Board action.

7150.8 Merit Advancement Within Range.

7150.8.1 Performance Evaluation Required. The District Manager may authorize a merit advancement within the salary range only after evaluating the employee's performance and determining that it is "good." This determination shall be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee.

7150.8.2 Period of Employment Required for Merit Advancement. Unless otherwise specified herein, each employee shall, in addition to receiving a "good" performance evaluation, complete the following required time of employment to be eligible to receive a merit increase:

7150.8.2.1New Employees. A person hired as a new employee shall have a merit advancement date which is 12 months following the date of hire.

7150.8.2.2Promotion or Demotion. An employee who is promoted or demoted shall have a new merit advancement date which shall be one year from the date of promotion or demotion.

7150.8.2.3 Voluntary Demotion. An employee who voluntarily demotes to a position at a lower salary range shall have no change in merit advancement date.

7150.8.2.4 Change-in-Range Allocation. If the salary range for an employee's position is changed, the employee's merit advancement date shall not change.

7150.8.2.5 Position Reclassification. An employee whose position is reclassified to a position having the same or lower salary range shall have no change in merit advancement date. An employee whose position is reclassified to a position having a higher salary range shall have a new merit advancement date which is one year following the effective date of the position reclassification.

7150.8.2.6 Non-Merit Step Adjustments. An employee whose salary step is adjusted to a higher step for reasons other than regular merit advancement shall have a new merit advancement date effective one year from the date of said adjustment.

7150.8.3 Effective Date. An employee's merit increase shall take place on the first day of the pay period in which his/her merit advancement date falls. The District Manager may delay authorizing the merit advancement up to 90 days beyond the employee's merit advancement date without affecting the normal merit advancement date. In case of such a delay, the employee's merit advancement shall be effective the first day of the pay period following the District Manager's authorization. If authorization for merit advancement is delayed beyond 90 days from the employee's merit advancement date, the employee shall not be eligible for a merit increase until his/her next normal merit advancement date.

7150.8.4 The steps of the salary schedule are merit steps, and are not automatic. Merit advancements for steps 1 through 5 are annual adjustments should the employee meet the requirements of 7150.8.1 and 7150.8.2. Steps 6, 7, and 8 are longevity steps based on merit. Eligibility for longevity steps would occur after 3 years of "good" work (pursuant to 7150.8.1 and 7150.8.2) for the District in each preceding step. For example, for an employee to advance from Step 5 to Step 6, 3 years of "good" work must be completed.

7150.9 Promotion. Employees promoted to a position with a higher salary range may be paid either at the minimum rate of the new range or at the nearest higher rate that the employee would otherwise be entitled to on the date the promotion is effective, whichever is greater, provided that an employee promoted to a salary range in excess of one range above his/her former range shall receive no less than one range increase at the same step, in rate.