

Eastern Idaho Public Health Employee Compensation Policy

It is the intent of Eastern Idaho Public Health (EIPH) to provide a competitive employee compensation and benefit package that will attract qualified applicants; retain employees who have a commitment to public service excellence; motivate employees to maintain high standards of productivity; and reward employees for outstanding performance. The long-term success of this system is contingent on a strategy of reasonable and appropriate funding to compensate employees based on their performance relative to specific measurements and standards.

AGENCY POLICY

This policy is intended to ensure a consistent and fair approach to EIPH's hiring process and to provide specific parameters which determine salary rates for newly hired and permanent employees. In addition to policies included in the EIPH Employee Handbook, EIPH has adopted additional guidelines which are outlined in this plan.

SECTION 1: STARTING SALARY DECISIONS

EIPH hires all employees at a rate that reflects the quantity and quality of candidates' experience and education. Starting salaries are based on the value of that job to our agency and not changed to meet a job applicant's personal, non-job-related situation or expenses. Advanced salary placement may be at the appointing authority's discretion considering available budget, market, applicant's work experience and qualifications, and relationship to existing staff salaries within the pay grade assigned to the employee's classification. EIPH adheres to all state and federal wage laws.

When filling a vacant position, candidates may be hired at one of three levels. The levels are:

- LEVEL 1:** Individuals should be hired at 75% of the job classification's pay scale. Exceptions may include additional expertise or education, hard-to-fill positions, or those in difficult geographical areas, which would fall under Level 2.
- LEVEL 2:** Individuals that bring a level of experience to the position or those being recruited for hard-to-fill positions may be hired up to 90% of policy, depending on work experience and education. (See Appendix A.)
- LEVEL 3:** Individuals that have extensive experience and/or relevant education or are being considered for hard-to-fill positions (including geographic cost of living), may be hired at or above policy (comparable to market rates). The starting salary for anyone hired at Level 3 must be approved by the District Director.

Minimum Salary

EIPH has set its minimum salary to \$15 per hour. No permanent employee will be hired below this rate.

Appointed Positions

When an individual is appointed by the agency's Board of Health to a permanent position, his/her salary will be at the discretion of the District Board of Health.

SECTION 2: EXISTING EMPLOYEES

Acting Appointments

An employee serving in an elevated classification in an acting capacity will be paid in the new pay grade as if they were promoted. At the acting appointment's expiration, the employee will be returned to the class, pay grade, and pay rate held immediately before the appointment.

Compensatory Time

All employees, except executives, shall earn compensatory (comp) time when overtime is worked. Division Directors should monitor the accrual of comp time by their employees and discuss employees' balances over forty (40) hours with the District Director to determine the need for continued overtime. No employee may be authorized to earn comp time when his/her balance exceeds 40 hours without written authorization from the Director.

Demotions

If an employee is demoted for disciplinary reasons, the employee's salary shall be adjusted within the lower pay range with approval from the Agency Director.

Holiday Pay

Employees do not typically work on holidays; however, there are occasions when this is necessary. If such time is needed, employees must obtain written authorization from his/her Division Director, with a notification being provided to Human Resources. When possible, employees should adjust their time during the holiday week so that no more than 40 hours of time is coded.

Internal Salary Equity and Concerns

All employees are encouraged to discuss salary-related concerns with their supervisor to reach a mutually satisfactory resolution at the lowest level possible. If an employee believes there is a problem with his/her compensation due to inequities within EIPH, he/she is strongly encouraged to bring this issue to the forefront. No retaliation will occur for expressing such concerns or using the problem-solving process. All requests for salary increases must be approved by the Division Director and then by the Director.

New Hire Salary Inequity

There may be occasions when a new person is hired into a job class at a higher pay rate than existing employees doing the same job. The District Director may approve an increase in pay for the existing staff to address the issue of internal salary equity.

On-call Time

On-call time will be granted to employees designated by their supervisor or the District Director to be on-call according to specific criteria for full or partial on-call shifts. The rate at which time off with pay will accumulate is one hour of On Call Time Earned (OCE) will be earned for each weekday during which an individual is required to be on-call; for each weekend day, two hours OCE will be earned, up to a total of no more than 9 hours per week. Any time actually worked while in on-call status will be coded on their time sheet as Actual time worked.

Overtime Pay

EIPH will rarely, and only when the District Directors determines it as a mission-critical necessity, provide cash compensation for overtime work. All employees will be informed of their status in relationship to overtime expectations as part of new employee orientation or pre-

employment discussions. Unless cash payment is specifically authorized by the Director or designee, all overtime will result in compensatory time.

Performance Evaluations

EIPH's philosophy is that frequent and on-going feedback is needed between an employee and his/her supervisor for them to be successful on the job. Annual evaluations will normally be conducted during the common evaluation period to accommodate potential raises for the upcoming fiscal year.

Promotions

Upon promotion or in cases where a position class has been upgraded, the employee's salary will be increased, at a minimum, to the beginning of the new pay range. However additional salary increase may be considered based on a case-by-case scenario by the Director and Division Director with consideration of the promoted employee's current salary compared to other employees in like positions with similar education, experience, qualifications, market considerations, and budgetary constraints.

Reclassifications

When a position is reclassified to a class in a higher pay range, the employee's salary will be increased, if necessary, to the beginning of the new pay range. Any additional increase will be considered on a case-by-case basis and must be approved in advance by the Division Director and District Director.

If an employee's position is reclassified downward, the employee's salary will remain the same unless it is above the new pay range. In these instances, the employee's salary will be adjusted to the maximum hourly rate of the lower pay range.

Reinstatement

An employee reinstating from layoff shall be paid at the same rate the employee was receiving at the time of the layoff. All other reinstatements will be treated in the same manner as starting salaries.

Shift Differential

EIPH does not have a need for shift differential pay. Overtime work is minimal, but it is compensated for in accordance with Fair Labor Standards Act (FLSA) and state law requirements.

Transfers

Transfers will be addressed in the same manner as starting salaries. A lower or higher rate may be approved by the District Director, depending on the circumstances under which the transfer was made.

SECTION 3: SALARY INCREASES

It is vital to fund necessary compensation adjustments each year to maintain market competitiveness in the compensation of EIPH employees. To provide this funding commitment in difficult fiscal conditions, it may be necessary to increase revenues, or to prioritize and eliminate certain functions, programs or reduce the overall number of employees in a given year, or any combination of such methods. However, final implementation of such decisions is normally done with consideration from EIPH's Board of Health.

No employee shall advance in pay without a performance evaluation on file certifying that the employee meets the performance criteria of the assigned position. For merit pay purposes, when funding is available, EIPH considers employees who have successfully completed six months of employment with EIPH and an evaluation with a “Valued Contributor” evaluation rating or better. Employees on a formal “Performance Improvement Plan” due to an “Incomplete” performance rating are not eligible for merit pay increases until such time their performance improves and is evaluated at “Valued Contributor” or better rating. To qualify for any salary increase, the employee must have a current (completed within the last 12 months) performance evaluation on file. Salary increases will be based on performance/merit, market/policy, or a combination of such factors as outlined in the district’s Board-approved Change in Employee Compensation Plan developed for each Fiscal Year (see appendix B).

Cost Savings Bonuses

Cost Savings Bonuses may be considered on a case-by-case basis. Before the option is used, the cost savings must be quantified, verified by the District’s Fiscal Officer, and carefully considered by the District Director before making any cash award. It is the intent of EIPH to award such a bonus in incremental payments as actual cost savings are realized. Cost saving bonuses will not exceed \$2,000 for any one suggestion.

Performance Bonuses

A performance bonus is a one-time lump sum payment to an employee to recognize exemplary service. EIPH may use performance bonuses throughout the year to recognize and reward an employee’s performance. Amounts will vary and will relate to the base salary and the individual’s performance on a project or an overall basis. All performance bonuses will be based on the availability of funds. Performance bonuses up to two thousand dollars (\$2,000) may be awarded to individuals each fiscal year. Any proposed amount above \$2,000 must be approved by the Board of Health. A memo documenting such performance will be provided to the employee and placed in his/her personnel file.

Salary Increases-Conditional

Temporary increases may also be awarded in recognition of additional assignments or acting appointments.

SECTION 4: ANNUAL REVIEW OF POLICY

Members of District’s Administrative Team will review this policy on a periodic basis and make recommendations to the Board for adjustments as appropriate.

Reviewed and Approved by EIPH Board of Health on May 4, 2023.

Blair Dance, Board of Health Chairman

W. James Corbett, Director

Appendix A

Hiring Salary Criteria for Level II & III Employees

NOTE: Increased percentage points may be granted by a Division Director for Level II employees if the employee has additional experience, education, skill, or licenses that would be of benefit to the agency and that are **NOT** a requirement of the job description.

COMPENSATION WORKSHEET

Applicant/Employee Name: _____ New Position: _____

Class Code _____ Pay Grade _____ Minimum/Current Hourly Rate _____

Starting salary minimum is 75% of policy. Increased percentage points may be granted, to Level 2 individuals, if they have additional experience, education, skill, or licenses that would be of benefit to the agency.

Education – Degrees related to the position / job duties	Allowed Percent	New Hire	Employee
Technical Degree or Associates Degree	2		
BS/BA	2		
Master's Degree	2		
Doctorate	2		
	Maximum of 8%		
Education Details:			

EXPERIENCE	Allowed Percent	New Hire	Employee
Each year of related experience	2		
	Maximum of 10%		
Experience Details:			

BILINGUAL (SPANISH ONLY)	Allowed Percent	New Hire	Employee
	Maximum of 2%		

CERTIFICATE OR PROFESSIONAL LICENSE	Allowed Percent	New Hire	Employee
Related Professional License or Certification	Maximum of 2%		
Type of License or Certification:			

TOTAL % INCREASE	New Hire	Employee
Total (Maximum criteria percentage allowed over a job class minimum is 15%)		
Hard to fill position increase		

Multiply the minimum salary (75% of policy) by the % increase to determine adjusted salary.

Salary with additional percentage for experience and education \$ _____

EMPLOYEES RECLASSIFICATION ONLY	Pay Rate
Current Pay Rate plus 5%	\$ _____

*New Hire starting salary must be a minimum of \$15.00 per hour, per board policy.

*Employees who are reclassifying to a position that is a higher pay grade than their current position, will receive the greater of the two pay rates when determining the new salary. Circle the higher rate (new hourly pay rate).

*Employees who change positions within the same pay grade will receive their current pay or worksheet rate, whichever is greater.

Requested by: _____

Agency Director Approval _____ Date: _____

Appendix B

Employee Compensation Plan

Fiscal Year 2024

FY2024– Compensation Plan

1. EIPH employees hired and starting employment before April 30, 2023, will be hired utilizing the FY 2023 Compensation Schedule. Employees hired and starting on or after April 30, 2023, will be hired under the FY 2024 Compensation schedule and will not be eligible for FY 2024 merit-based raise.
2. Employees hired and starting employment before April 30, 2023 will be eligible for FY 2024 merit-based raise of 4% after successful completion of 6 months of employment.
3. Merit based pay increase of 4% will apply to all other EIPH employees.

IMPLEMENTATION DATE

The FY2024 CEC will be implemented on June 11, 2024. It will be reflected on employees' July 7, 2023, paycheck.

DIRECTOR PAY CHANGES

Any pay changes for the EIPH Director will be determined by the EIPH Board of Health.

Appendix C Compensation Schedule Fiscal Year 2024

FY 2024 Compensation Schedule - Effective 6/11/2023

Pay Grade	Minimum Points	Grade Points	Maximum Points	Hourly			Annual		
				Minimum	Policy	Maximum	Minimum	Policy	Maximum
D	Below 110 Points			\$7.25	\$12.50	\$18.75	\$19,500	\$26,000	\$39,000
E	110	119	130	\$10.46	\$13.94	\$20.91	\$21,750	\$29,000	\$43,500
F	131	142	154	\$11.68	\$15.58	\$23.37	\$24,300	\$32,400	\$48,600
G	155	169	184	\$13.16	\$17.55	\$26.32	\$27,375	\$36,500	\$54,750
H	185	201	219	\$14.96	\$19.95	\$29.93	\$31,125	\$41,500	\$62,250
I	220	240	262	\$17.67	\$23.56	\$35.34	\$36,750	\$49,000	\$73,500
J	263	286	312	\$19.69	\$26.25	\$39.38	\$40,950	\$54,600	\$81,900
K	313	341	372	\$22.14	\$29.52	\$44.28	\$46,050	\$61,400	\$92,100
L	373	406	443	\$25.02	\$33.37	\$50.05	\$52,050	\$69,400	\$104,100
M	444	485	528	\$28.49	\$37.98	\$56.97	\$59,250	\$79,000	\$118,500
N	529	578	630	\$31.84	\$42.45	\$63.68	\$66,225	\$88,300	\$132,450
O	631	688	750	\$35.84	\$47.79	\$71.68	\$74,550	\$99,400	\$149,100
P	751	828	904	\$40.75	\$54.33	\$81.49	\$84,750	\$113,000	\$169,500
Q	905	998	1090	\$46.88	\$62.50	\$93.75	\$97,500	\$130,000	\$195,000
R	1091	1176	1292	\$54.09	\$72.12	\$108.17	\$112,500	\$150,000	\$225,000
T	1532	1665	1822	\$63.10	\$84.13	\$126.20	\$131,250	\$175,000	\$262,500
V	2167	2354	2575	\$81.13	\$108.17	\$162.26	\$168,750	\$225,000	\$337,500