

WASHINGTON COUNTY SALARY POLICY

PURPOSE:

The following is Washington Counties Salary Policies by Departments. The goal of this Policy is to provide Washington Counties personnel with continuity and equitable salaries related to their job requirements and description.

GENERAL POLICIES FOR COUNTY EMPLOYEE SALARIES:

- A. In December of each year, the County Commissioners will consider the feasibility of granting a Cost Of Living Raise for all county employees. The over all, current trend in the United States and the State of Kansas is to give a yearly cost of living increase. Things that need to be considered are:
 1. The economic state of Washington County.
 2. National and State economic cost of living increases and its effect on increased cost to Washington County employees.
 3. The current economic status of our farmers and agriculture based businesses, since this is where the largest portion of our tax base comes from.
- B. On each employee's hire date, they will receive an evaluation for consideration of a merit raise.
- C. ^{new hire} Base salary rates will be reviewed every two (2) years, in December of the even years for a possible increase in the base rate and make public if a decision to change is made or not. The percentage of increase allowed will be one-half (.5) of the average COLA for the prior two (2) years.
(i.e. One year the COLA is 3% the next year it is 2.5% = 2.75% average. This means the base salary will be increased by 1.38%)
- D. If a new hire in any department, has prior training or skills, their starting salary can be negotiated with the County Commissioners prior to offering the increased starting salary with the new hired persons.

DEPARTMENTAL SALARIES

A. JANATORIAL DEPARTMENT:

Base Starting Salary\$9.00/hr
After 6 months training period,\$0.50 increase.....\$9.50/hr

B. TREASURER OFFICE:

1. Tax or Vehicle Clerk
Starting Salary \$7.25/hr
After 3months Training Period, \$0.25/hr raise... \$7.50/hr
2. Clerk
Starting Salary \$7.25/hr
After 3months Training Period, \$0.25/hr increase \$7.50/hr
3. Deputy Treasurer - \$0.50/hr above regular pay
4. Treasure newly elected-will start at the current Treasures salary.

C. REGISTER OF DEEDS

1. Deputy Register of Deeds Starting Salary..... \$7.50/hr
After 3months training period \$00.50/hr raise.....\$8.00/hr
2. Register of Deeds, newly elected-will start at the current Register of Deeds salary.

D. COUNTY CLERK

1. Payroll Clerk Starting Salary.....\$7.25/hr
After 3months Training Period, \$00.25/hr raise. \$7.50/hr
2. Election Clerk Base Salary\$7.25/hr
After 3months Training Period, \$00.25/hr raise. \$7.50/hr
3. Deputy Clerk - \$00.50/hr above regular pay
4. County Clerk newly elected - will start at the current County Clerks salary.

E. 911 DISPATCHER

1. Levels of Dispatchers:

- a. **Dispatcher Trainee - \$7.00/hr**
Dispatcher trainee is a new hire that is training with a veteran dispatcher for the duration of the training period (4-6 weeks.)
- b. **Dispatcher 1- \$7.50/hr**
Dispatcher I is a dispatcher who has completed the 4-6 weeks training period, but still considered under training. During this time, the dispatcher will complete additional training to include EMD, EMT & NCIC certification.
- c. **Dispatcher 2 - \$8.00/hr (Base pay for EMD Dispatcher)**
Dispatcher 2 is a dispatcher who has within a 6-month period completed the required certification. The dispatcher will also be evaluated. The dispatcher must receive an acceptable evaluation or be assigned additional training. The dispatcher will also be given permanent status.
- d. **Dispatcher- 3 \$0.10/hr increase**
Dispatcher 3 is a dispatcher, completing 1 year of service receiving a satisfactory evaluation. Dispatcher 3 will have attended 1 APCO training seminars.
- e. **Dispatcher 4- \$0.25/hr increase**
Dispatcher 4 is a dispatcher with 3 or more years of experience dispatching, receiving satisfactory evaluations, that has been given additional administrative duties to include but not limited to: reviewing reports, forwarding reports to designated agencies, public relation activities, etc.
- f. **Dispatcher 5 - \$0.25/hr increase**
Dispatcher 5 is a dispatcher with 3 or more years experience dispatching, receiving satisfactory evaluation, that is given additional administrative duties to include but not limited to: reviewing reports, forwarding reports to designated agencies, public relation activities, etc.

g. Dispatcher 6 - \$0.30/hr increase

Dispatcher 6 is a dispatcher with 3 or more years, experience dispatching, who has completed the 40 hour National APCO Communication Training Certification Course.

h. Deputy Director - \$0.50/hr increase

A dispatcher reaching at least level 5 and designated to act as the department head in the absence of the director.

2. Shift differential of \$0.10/hr will be given to 4-12 shift
3. Shift differential of \$0.15/hr will be given to 12-8 shift
4. Communications Director new starting salary....\$24,500.00
After 6 months training period \$500.00 increase.\$25,000.00

E. APPRAISERS OFFICE

1. Appraiser I, initial hire.....\$7.25

Works in the fields of personal property and agricultural land valuation

After 3 months training period \$00.25/hr raise.... \$7.50/hr

If completed 2 Kansas Property Division Testing
at 2 years receives a \$0.15/hr raise.

2. Field Appraiser - \$00.25/hr raise

Works in the residential and commercial field.

Must complete 3 years of employment and completion of specified PVD
& IAAO classes

3. Appraiser II - \$00.25/hr raise

Is a supervisory position and is trained in all phases of the mass appraisal
cycle plus added duties as the county cartographer.

4. Appraiser III - \$00.50/hr raise

Obtains an RMS designation which requires 6000 hours of experience
with 2000 hours in specified areas and completion of State certified exams
(2) along with 150 hours of designated class hours.

F. PUBLIC WORKS DEPARTMENT

1. Trainee (base pay).....\$8.50/hr
After 3 months training period and CDL= step 2
2. Truck Driver , \$00.50/hr, raise base salary\$9.00/hr
On first year anniversary \$0.20 raise
3. Operator I, \$00.25/hr raise.....\$9.25/hr
Can operate a motor grader proficiently and one other piece of
Public works machinery
4. Operator II \$00.50/hr raise\$9.75/hr
Can operate a motor grader proficiently and 2 (two) other piece of
Public works machinery
5. Foreman \$01.00/hr raise, Over current wage
6. Shop Foreman's mechanic \$0.75/hr over current wage or stating wage
7. Office clerk trainee.....\$7.00/hr
After 3 months training, \$0.50/hr raise, Base pay.....\$7.50/hr
8. Secretary, new starting salary, \$00.50/hr over Clerk \$8.00/hr
9. Engineering Supervisor.....\$11.00/hr
After 3 months training period \$00.50/hr raise
10. County Engineer, new.....\$33,000.00
After 6 months training period, \$500.00 increase.....\$33,500.00

ETV = (Some
Supervisory work
of small crew)

G. SHERIFFS DEPARTMENT

1. **Deputy Sheriff I** - entry level\$9.80
Not KLETC qualified
No law enforcement experience
2. Deputy Sheriff II – upon completion of KLETC - \$00.50/hr increase
3. Deputy Sheriff III - \$00.50/hr increase after a completion of a 1 year
training period.
4. Investigator -\$00.75/hr over current hourly wage, w/o shift differential
5. Juvenile Officer-Position is task and training oriented. Salary/hourly wage
is dependent on training and experience.
6. Sergeant – increase of \$00.50/hr increase
7. Under Sheriff at the current Under Sheriffs salary.
8. Sheriff newly elected – at the current Sheriffs salary

H. HEALTH DEPARTMENT

1. HSHV (Healthy Start Home Visitor) starting salary.....\$7.00/hr
After 3month training period \$00.25/hr, Base pay.....\$7.25/hr
After KDEHE orientation \$.25/hr increase
2. Homemaker Starting Salary.....\$7.00/hr
After 3months
training period \$.25/hr increase, Base Pay.....\$7.25/hr
3. Home Health Aide starting salary.....\$7.50/hr
After Certification, \$0.25/hr, increase Base Pay.....\$7.75/hr
After 3months training period, \$0.25/hr increase, Base Pay....\$8.00/hr
HHA hired with certification, starting salary.....\$8.25/hr
After 3months training period, \$0.25/hr raise, base pay.....\$8.50/hr
increase
4. Bookkeeper/Clerk/ Recept. starting salary.....\$7.00
After 3months training period, \$0.50/hr increase, Base Pay...\$7.50
5. RN starting salary.....\$13.00
After 3months training period \$0.25/hr increase, Base Pa.....\$13.25
Child Health Asses. Cert. \$0.25/hr increase
Family Planning Orientation-KDHE \$0.05/hr increase
WIC-KDHE orientation \$0.05/hr increase
Home Health 6months \$0.25/hr increase
6. Hearing Certification every 2 years \$0.05/hr increase
7. CHA Certification every 4 years \$0.05/hr increase
7. New hire Department Head.....\$26,000.00
After 6months training period, \$500.00 increase.....\$26,500.00

I. NOXIOUS WEED/SOLID WASTE:

1. Secretary I & II starting salary.....^{7.25}~~\$7.00~~
After 3months training period, \$0.50/hr increase, Base Pay...\$7.50
2. New hire/no experience starting salary.....~~\$8.00~~^{8.50}
Obtain or already has CDL \$0.50/hr increase at 6 months
After 3month training period \$0.50/hr increase, Base Pay....\$9.00
3. Noxious Weed/Solid Waste, Director new starting pay..\$23,000.00
After 6 month training period \$500.00increase.....\$23,500.00
4. Facility Manager Solid Waste/Transfer Station \$0.50/hr increase over
current salary after 1 year training period met.
5. Facility Manager Recycling \$0.50/hr increase over current salary after
Training Period met
- ⑥ Facility Manager Hazardous Waste Material, \$0.50/hr increase over
Current Salary after training Period met.
7. Spray Truck Operator I \$0.50/hr increase over current salary rate after
Training Period met.
8. Spray Truck Operator II & Mechanic \$0.25/hr increase after Training
Period met.

J. COUNTY ATTORNEY:

1. Newly elected County Attorney starting salary- current County Attorney
Salary.
2. Deputy Secretary to the Attorney Starting Salary.....\$7.50/hr
After 3month Training Period \$0.50/hr increase.

K. EMERGENCY MANAGEMENT

- 1. Newly hired Emergency Management\$9.50/hr
After 1 year training period - \$00.50/hr increase

Director's Salary?

L. SEASONAL

- 1. Base pay\$6.75/hr
- 2. Returning.....\$7.00/hr
- 3. Part time\$7.00/hr
- 4. Temporary.....\$7.00/hr