

<b>POLICY AND PROCEDURE</b>	
SUBJECT/TITLE:	Salary Structure
APPLICABILITY:	All Staff
CONTACT PERSON & DIVISION:	Fiscal Officer
ORIGINAL DATE ADOPTED:	07/18/2018
LATEST EFFECTIVE DATE:	07/18/2018
REVIEW FREQUENCY:	Five Years
BOARD APPROVAL DATE:	N/A
REFERENCE NUMBER:	800-030-P

#### **A. PURPOSE**

The intent of this document is to describe the salary structure for Board of Health employees.

#### **B. POLICY**

The Board of Health will adopt, by resolution, a salary structure applicable to all full time and part time employees at Canton City Public Health. This salary structure is reviewed on an as needed basis as directed by the Board of Health. All full time and part time employees of the Board are assigned to a pay range as identified on the approved position description. Pay ranges are assigned based on the essential duties and minimum qualifications of the position.

#### **C. BACKGROUND**

N/A

#### **D. GLOSSARY OF TERMS**

**Wage or Salary** – Compensation paid to a full time or part time employee. This can be expressed as an hourly wage (amount/hour) or as an annual salary. These terms are used interchangeably in this policy.

**Pay Range** – A pay classification as determined by the Board of Health.

**Pay Step** – A specific wage or salary assigned to a pay range.

**Standard Increase** – A wage or salary increase assigned to each pay range used for the purposes of calculation of pay steps.

#### **E. PROCEDURES & STANDARD OPERATING GUIDELINES**

##### 1. PAY RANGES

- a. The salary structure will be adopted by the Board of Health by resolution. The salary structure applies to all full time and part time employees of the Board of Health. The structure consists of a series of pay ranges. Each position description (job description) is assigned a pay range as determined by the Board of Health. Pay ranges consist of a starting wage and an ending/maximum wage. An employee's wage cannot exceed the maximum amount for a pay range unless authorized by the Board of Health as an exception.
- b. Full time pay ranges (Ranges R1 to R10) are listed as an annual salary amount Part time pay ranges (PT-1 to PT-13) are listed as an hourly wage.



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## 2. ASSIGNING OF PAY RANGES

- a. A pay range is assigned to each approved position description. Pay ranges are assigned based on several factors, including the essential duties and the minimum qualifications of the position as approved by the Board of Health as part of the process approving the position description. In general, full time pay ranges 1 to 3 (full-time or part-time) are assigned to positions that are front-line staff positions, do not require a four-year college degree, specialized training, or are limited in their ability to establish policy or work independently. Individuals in ranges 4 and higher (full-time or part-time), except for PT-11 and PT-12, may require a special licensing or registration by the State of Ohio, perform job functions with increasing amounts of complexity or responsibility, or serve in a supervisory role in the organization. Ranges PT-11 and PT-12 are assigned as needed based on essential duties and minimum qualifications.

## 3. PAY STEPS – STANDARD INCREASE

- a. Pay ranges are further divided into various pay steps within the pay range. The pay range is divided into 12 pay steps. The formula for calculation of pay steps is as follows:
  1. The Board of Health determines the starting pay for each pay range.
  2. The Standard increase is determined by the following formula:
    - a.  $\text{Standard Increase} = ((\text{Starting Pay} \times \text{Factor}) - \text{Starting Pay}) / 8.5$ 
      - i. Results are rounded up to two decimal places for an hourly wage and no decimal places for a salary.
    - b. Where Factor is an amount listed below:
      - i. Ranges R1 to R4, PT1 to PT4, PT11, PT14: Factor = 1.35
      - ii. Ranges R5 to R7, PT5 to PT7: Factor = 1.40
      - iii. Ranges R8 to R10, PT8 to PT10, PT12: Factor = 1.45
  3. Step 1 in any pay range is the starting pay.
  4. For step 2 in any pay range, the amount is equal to the amount of step 1 plus the amount of one-half of a standard increase for that pay range.
  5. For step 2 through 12 in any pay range, the amount is equal to the amount in the previous step plus the amount of the standard increase for that pay range.

All changes in wage and salary assigned to an employee must be approved by the Board of Health.

## 4. DETERMINATION OF WAGE AND SALARY INCREASES (RAISES)

- a. All increases in compensation are determined by merit criteria established by the Board of Health and funding availability. The wage or salary may not exactly match the amount listed in a pay step.

## F. CITATIONS & REFERENCES

N/A

## G. CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. James Adams, Health Commissioner



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## H. APPENDICIES & ATTACHMENTS

800-030-01-A Wage and Salary Schedule August 24, 2015

## I. REFERENCE FORMS

N/A

## J. REVISION & REVIEW HISTORY

Revision Date	Review Date	Author	Notes

## K. APPROVAL

This document has been approved in accordance with the “800-001-P Standards for Writing and Approving PPSOGFs” procedure as of the effective date listed above.