



CHAPTER: Compensation Plan

SUBJECT: Maintenance of the Compensation Plan

POLICY NUMBER: 4.2000 Pages: 2

**RELATED POLICIES:
4.2001**

**ENABLING RESOLUTION: REVISION DATE(S):
168-8 169-8 117-10 116-10 2/88 3/97 10/02 11/08 7/10**

DEPARTMENT OF PRIMARY RESPONSIBILITY: HUMAN RESOURCES

SPECIAL NOTES: This Policy/Procedures Manual does not in any way constitute an employment contract. Sedgwick County reserves the right to amend this Manual at any time subject only to approval by the Board of County Commissioners and the Governing Body of Sedgwick County Fire District Number One.

I. Purpose

- A. The purpose of maintaining a Compensation Plan is to maintain salary levels consistent with those of comparable jobs through the medium of periodic reviews and surveys.
- B. To determine a uniform structure of job relationships that will adequately compensate the individual for work performed and provide opportunities for advancement, promotions and transfers.

II. Policy

- A. The Human Resources Director shall periodically review designated benchmark positions of the Compensation Plan. Benchmark positions are an established historical list of positions most common across Sedgwick County, as well as very prevalent in external jurisdictions, used for position comparison. The review may also include additional positions at the request of a Division Director or Department Head due to department or business condition changes. Such review shall include a survey distributed to external jurisdictions for the comparison of salaries to comparable jobs.
- B. The Human Resources Director shall recommend range reallocation when a major change in a position's content occurs, or when the incumbent in the position relinquishes or assumes substantial responsibilities.
- C. The Human Resources Director shall recommend market adjustments based on market study results for those positions or classes of positions that are significantly different in salary than comparable occupations in the community and comparable municipal governments. In addition, the Human Resources Director shall recommend

range structure movement, referred to as a structure adjustment, based on actual and projected range movement according to reliable, valid, verifiable sources.