

- 1) **OPS Scale:** Minimum: minimum wage
Maximum: Not to exceed midpoint of pay range for position
filled

Rate is based on job skill level and employee experience.

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- 2) **Rate of pay for authorized overtime (non-exempt employees only):** Hourly rate of pay plus 50% of hourly rate of pay for each hour worked in addition to 40 hours per week.
- 3) **Group insurance** will be offered to all employees who are employed in regular positions working 20 hours per week or more.
- 4) **Fulltime.** Fulltime employees are defined as employees who work 35 or more hours per week.

- 5) **Cap-out pay** – When the pay rate exceeds the maximum range amount, the employee will be eligible for a cost-of-living increase only, with the exception of contract employees. Pay rates of employees hired through contracts are not bound by the maximum pay range assigned because of the unique circumstance of their hiring.

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- 6) **Promotions.** Promotions will be recommended by Division Directors to the County Administrator. The minimum increase for a promotion is 5%. The maximum increase is the percentage equal to the percentage between the current job classification range and the recommended job classification range measured from minimum of the recommended job range. The Division Director's pay-rate recommendation will be based on experience the employee is bringing to the new job classification and responsibility required in the new job classification. The County Administrator may approve variances from the standard promotion guidelines as outlined above.

- 7) **Educational Increases.** An employee who earns a degree after being employed by the Board of Sumter County Commissioners may receive an increase if recommended by Division Director to the County Administrator when employees complete studies through college institutions and other agencies that provide education. The college institution or agency must be accredited by an accrediting agency or state approval agency recognized by the U.S. Secretary of Education. The education or certification must be related to the employee's employment with the Board. Life Experience and Honorary Degrees are excluded from this provision. A list will be developed and approved by the County Administrator that lists education levels and certification that qualify for educational increase. The list will be attached to this document and shall be updated periodically.

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Revised 10/13/09