

SECTION 13 COMPENSATION

13.1 CLASSIFICATION AND COMPENSATION SYSTEM Santa Fe County utilizes a classification and compensation system that establishes a range for each position. The range establishes a minimum and maximum amount of compensation for each position.

13.1.1 MAINTENANCE OF THE CLASSIFICATION AND COMPENSATION SYSTEM

The Human Resources Director shall be responsible for the continuous maintenance and administration of the Classification and Compensation System and has the authority to make changes to job classifications, job titles, and ranges in the best interest of the County. To accomplish this, the Human Resources Director will analyze rates of pay in comparable labor markets, collect information on the prevailing cost of living, and analyze the County's budget. Changes may be made based on budget availability in coordination with the Finance Director.

13.2 NEW POSITIONS The creation of any new position, other than a temporary position or casual position must be approved by the Board of County Commissioners.

13.3 COST-OF-LIVING ADJUSTMENT Upon approval of the Board of County Commissioners, compensation may be periodically adjusted to account for changes in the cost of living.

13.4 NEW HIRE COMPENSATION The compensation of a new employee should reflect the employee's qualifications for the position. The compensation of a new employee should typically be the minimum compensation for the range of the employee's position. A higher compensation may be established if it is documented that the employee's qualifications or other considerations warrant a higher compensation. Human Resources Director approval is required for any entrance compensation more than five percent (5%) above the minimum compensation of the range.

13.5 EMERGENCY RETENTION COMPENSATION INCREASES The County Manager may, in his or her discretion, authorize a compensation increase to an employee's existing compensation to retain an employee who is critical to the efficient operation of the County. The employee's Department Director/Elected Official must provide the Human Resources Director with a written copy of the employee's employment offer including the offered compensation.

13.6 COMPENSATION UPON RANGE CHANGE The Human Resources Director may change the compensation range for a classification. As a result of such a change, no employee's compensation shall be reduced, even if the employee's compensation is above the maximum compensation of the new range. Unless otherwise approved by the County Manager, an employee whose range is adjusted upward shall retain his or

her same compensation after the range change or his or her compensation shall be increased if the existing compensation is lower than the minimum compensation of the new range.

13.7 COMPENSATION FOR TEMPORARY EMPLOYEES Compensation for temporary employees may fall below the minimum of the range for the job classification, but must comply with federal and state laws.

13.8 MERIT INCREASES A merit increase is an increase to an employee's base salary. It is based on sustained superior performance which supports an expectation of future exemplary performance related to assigned duties and the current job classification. A merit increase shall be recommended by the Division Director, Department Director/Elected Official and must be approved by the Human Resources Director, the Finance Director and the County Manager. Eligibility will be determined by the Human Resources Division. A denial of a request for a merit increase is not grievable or appealable.

13.9 SALARY ADJUSTMENTS The County Manager may approve an increase in compensation for a classification, other than a cost-of-living increase or a merit increase, if in the best interests of the County. However, the resulting compensation shall not exceed the compensation for the range for the classification.

13.10 TEMPORARY COMPENSATION FOR PERFORMANCE OF ADDITIONAL DUTIES Occasionally, an employee will be asked to temporarily assume additional duties. In such cases, the employee's compensation may be temporarily adjusted to reflect the added responsibility. After the employee assumes the additional responsibilities of the higher position for a full pay period, the employee's compensation may be increased up to fifteen (15%) above the employee's present compensation. When the temporary assignment is completed, the employee's compensation will be readjusted to its previous level. A temporary compensation increase pursuant to this section shall not exceed three (3) months.

13.11 OVERTIME All overtime work must be approved before it is performed. Employees are expected to report to duty for mandatory overtime. Failure to report for mandatory overtime may result in disciplinary action. All overtime, for both Fair Labor Standards Act ("FLSA") covered employees and FLSA Section 7 (k) exempt employees shall be paid through compensatory time unless otherwise determined in advance by the Department Director/Elected Official.

13.11.1 FLSA-COVERED EMPLOYEES Approved overtime pay for employees covered by the FLSA shall be at the rate of one and one-half times the employee's regular hourly rate, applied to the actual hours worked in excess of forty (40) hours per week. Annual

leave, sick leave and all other leave excluding holiday leave shall not be considered as actual time worked.

13.11.2 FLSA 7K EXEMPT EMPLOYEES The work period for eligible fire protection employees is twenty-eight (28) days. Accordingly, overtime or compensatory time earned is paid for all actual hours worked in excess of two-hundred twelve (212) hours in a 28-day work period. The work period for eligible security employees in a correctional institution is fourteen (14) days. Accordingly, overtime or compensatory time earned is paid for all actual hours worked in excess of eighty-four (84) hours in a 14-day work period. Annual leave, sick leave and all other leave with the exception of holiday leave shall not be considered as actual time worked.

13.11.3 COMPENSATORY TIME Compensatory time is time worked in excess of forty (40) hours per week and for which the employee receives time off from work in lieu of overtime pay. Compensatory time for FLSA covered employees is compensated at the rate of one and one-half hours of time off from work for each hour actually worked in excess of forty (40) hours per week. FLSA covered employees may accrue compensatory time up to eighty (80) hours.

13.11.4 Compensatory time for FLSA exempt employees, except Division Directors, Deputy Directors, Department Directors, the Undersheriff, Attorneys and Doctors, is compensated at the rate of one hour of time off from work for each hour actually worked in excess of forty (40) hours per week. Department Directors, Division Directors, Deputy Directors, the Undersheriff, Attorneys, and Doctors are not eligible for compensatory time. Compensatory time off may be accrued, but only to a maximum of eighty (80) hours.

13.11.5 FLSA exempt employees who work over forty (40) hours per week and have eighty (80) hours of accrued compensatory time will not be compensated unless approved by the County Manager. FLSA exempt employees are not eligible for overtime pay unless approved by the County Manager at straight time. Questions concerning compensatory time should be directed to the Human Resources Division.

13.12 PER DIEM AND MILEAGE All payments of per diem and mileage allowance to County employees will be made pursuant to policies established by the State of New Mexico.

13.13 ON-CALL PAY On-call pay is compensation for certain employees who are specifically designated and required by their Department Director, Elected Official or designee to be available and ready to report for duty or to respond to a work related call during their time off for a minimum of twenty-four (24) consecutive hours to perform emergency or needed duties occurring outside of standard working hours.

13.13.1 ON-CALL COMPENSATION On-call compensation will be one (1) hour of compensatory time for each twenty-four (24) hours on-call, and two (2) hours of compensatory time for each twenty-four hours on-call during approved County holidays.

13.13.2 Employees will be considered engaged by the County from the time they leave home or when they receive a call until the work is complete. This time is considered actual worked time.

13.13.3 REQUIREMENTS FOR ON-CALL PAY An employee who is on-call is not required to remain at any particular location, and is free to engage in his or her own chosen activities so long as the following criteria is met:

- The employee on-call shall ensure the pager, cell phone or other means of communication between the County and the employee is working properly
- Must call back within ten (10) minutes of receiving a call, and report to work in thirty (30) minutes if needed.
- Arrive in “fit” condition.

On-call pay cannot be paid when an employee is on any type of leave.

13.13.4 Each job classification that is FLSA exempt will not be eligible to receive on-call pay unless otherwise approved in advance by the Department Director or Elected Official and the Human Resources Director.

13.13.5 Employees shall be considered to be on-call only when designated in writing and in advance by the employee's Department Director, Elected Official or designee.