

*WARREN COUNTY
BOARD OF COMMISSIONERS*

December 10, 2014

6:00 PM

Board Work Session

*WARREN COUNTY
ARMORY CIVIC CENTER
COMMISSIONERS' MEETING ROOM
WARRENTON, NC*

December 10, 2014
Work Session Agenda

- 1. Moment of Silence**
- 2. Department Head Reports to the Board:**
 - Board of Elections – Deborah Formyduval, Director**
 - Planning / Zoning Administration – Kenneth Krulik, Planner**
- 3. NC Association of County Commissioners Video Presentation**
- 4. Warren Co. Donated Leave Policy (Proposed) – Lisa Alston, HR Manager**
- 5. Warren Co. Career Advancement Policy (Proposed) – Lisa Alston**
- 6. “Revised” Warren Co. Salary Administration Policy – Lisa Alston**
- 7. Comparison of NACo & Careington Discount Medical/Dental/Prescription Programs – Angelena Kearney-Dunlap, Clerk to the Board**
- 8. Adjourn Work Session**

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Work Session Agenda

Item # 1

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Moment of Silence

December 10, 2014
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Item # 2

Department Head Reports (5 minutes):

- ▶ **Board of Elections**
Deborah Formyduval, Director
- ▶ **Planning / Zoning Administration**
Kenneth Krulik, Planner



Planning/Zoning and Code Enforcement Department

542 West Ridgeway Street
Warrenton, NC 27589
(PH) 252-257-7027 (FX) 252-257-1083

To: Warren County Board of Commissioners, County Manager
From: Ken Krulik, AICP CZO - Planning and Zoning Administrator *KK*
Date: December 4, 2014
Re: Summary of major work and projects – Planning and Zoning

Abandoned Manufactured Home Program (grant per NCDENR/Solid Waste Trust Fund):

- First grant (#2943) 2010 to 2012 for \$40,000, included a one-time award of \$2,500 for startup/administrative cost – remainder for the deconstruction of units was \$37,500.
 - Approximately \$10,000.00 was returned to the State at the close of the grant cycle due to un-used funds, 14 units were deconstructed through the program.
- Second grant (#4970) 2012 to 2014 for \$37,500 with no funds returned to the State – all expended to deconstruct a total of 19 units.
 - As of this summary the next grant application is in the works with the State (anticipated for approval) with 10 units in preparation for deconstruction.
- Two contractors currently on retainer conducting the deconstruction of units: Ankum, LLC and Austin's Recycling.
- Between the two grant cycles the following permit fees have been collected by the County (all cost of deconstruction is paid for through the State grant):
 - Grant #2943 (2010/2012) \$275 in demolition permits, \$3,215 in landfill tipping fees.
 - Grant #4970 (2012/2014) \$525 in demolition permits, \$6,005 in landfill tipping fees
- First grant cycle was slow to start given (owners reluctant to pay the \$25.00 demolition permit and \$270.00 in tipping fees for landfill). Second grant cycle was more active.

Overview of Planning/Zoning and Code Enforcement plans, permits and related projects:

- One major proposed residential development submitted and reviewed as a preliminary plat in January then April 2014 (34 lots at Lake Gaston) – pending receipt of State approvals before going to final plat review.
- Building permits issued as of this summary: 666 (28 were single family dwellings).
- Zoning/Development permits as of this summary: 76 Zoning and 87 Development.
- In the last year, one petition for rezoning was filed (pending as of the January 2015 public hearing) and one appeal to the Board of Adjustment heard/reviewed.
- Six citations for Zoning Ordinance violations issued (\$100.00 each): \$600.00 total plus where building permits were required, the building permit fees were doubled.
- Other projects in progress/completed: Family Dollar (Lake Gaston/Food Lion Shopping Center), Frontline Defense Shooting Range (E.A Turner Road/southern area of County), three cell towers, three new solar farm sites (Crescent Drive-Soul City, Highway 158-Vaughn, Red Hill Loop Road-Warrenton) - total of five County sites (first two located on Airport Road and US Highway 158 Business West outside of Warrenton).
- Citizens' Advisory Council-Land Use wrapping up Land Use Plan Update (draft goals attached with this summary) - next will be to hold public information meetings in 2015.

DRAFT DOCUMENT FOR REVIEW ONLY

I. Goals, Objectives, Strategies

- 1. To promote, expand and diversify the economic base and job opportunities in Warren County in such a way that will maximize our workforce while protecting our environment.**

Objective 1: Encourage industrial and commercial development to meet County needs, increase the tax base, and job supply.

Strategies:

- **Expand partial zoning (phased or the I-85 interchanges) with appropriate zoning districts to encourage industrial and commercial development while maintaining the integrity of existing land use patterns.**
- Coordinate with the County Economic Development Commission to inventory and maintain a database of industrial/commercial properties for potential expansion and to identify new sites for industrial and commercial development (includes transportation corridors of I-85, US-1, US-158, and US-401).
- Research incorporation of potential new zoning district; mixed-use along the US-158 and US-1 corridors, as well as the communities of Afton-Elberon, Vaughn, and Arcola-Bethlehem, to combine commercial, residential, and industrial uses where appropriate.
- Coordinate with the Haliwa-Saponi Indian Tribe to enhance development opportunities within the County's Native American Community and cooperation on land use management activities while recognizing the sovereignty of the Tribe.

Objective 2: Promote tourism, cultural heritage and preserve existing historic sites, encourage designation of new sites.

Strategies:

- o Coordinate efforts to incorporate a Downtown Revitalization program in the incorporated Towns of Norlina, Macon and Warrenton.
- o Coordinate efforts with local historical groups to research and inventory potential new historic sites for incorporation into all Landmark and Historic Registry Programs and market these resources as a County tourism feature.
- o Develop and maintain a tourism plan for the County.

Objective 3: Promote farming options for the County's agricultural community.

Strategies:

- o Coordinate efforts to protect and enhance existing agricultural operations.
- o Encourage development of alternative agriculture and coordinate with local businesses to develop and expand markets
- o Initiate aggressive branding of a Warren County identity to be marketed worldwide as a tourist destination.
- o Coordinate with other entities (businesses/agencies/communities) to market Warren County natural resources for fishing, hunting, equestrian and related sports activities while insuring protection of its natural resources.

Objective 4: Protect Kerr Lake and Lake Gaston and the surrounding wetlands in order to preserve and enhance the County's water quality and natural resources.

Strategies:

- [Expand partial zoning \(phased or the I-85 Interchanges\) with appropriate zoning districts to protect County natural resources and enhance economic development.](#)
- Enforce the Tar-Pamlico River Basin Rules and Roanoke River Basin Rules for minimum buffer requirements on both sides of surface water sources.
- Continued cooperation with the US Army Corps of Engineers, Dominion Power and the U.S. Department of Fish and Wildlife to enforce the shoreline management program surrounding Lake Gaston and Kerr Lake in order to provide adequate flood protection.
- Pursue funding sources to preserve and enhance all County wetlands as well as for all surface waters in the County.
- Designate a minimum vegetative buffer/green space area of fifty feet (50') surrounding Kerr Lake and Lake Gaston (revise the County zoning and subdivision ordinances) to improve water quality protection.
- Direct development to specified development areas and away from significant natural resources/habitat areas.
- Encourage and educate landowners on transfer of development rights and the use of conservation easements to direct development away from environmentally sensitive areas and agriculturally important lands.
- Consider a Greenway (Green-space) Program to connect the County's communities (using natural resources and floodplains - deter development near floodplains), in a manner that will maintain these environmental areas and protect residents from potential flood damage.
- Utilize the former PCB landfill site as a recreation area and tourist attraction (prominent in the beginning of the Federal Environmental Justice Movement) to promote rehabilitation and protection of the County's natural resources.

2. To promote conservation of existing housing and construction of new housing in the County.

Objective 1: Ensure that adequate infrastructure for water and sewer, schools, and roads are provided to meet the needs of County residents.

Strategies:

- [Expand partial zoning \(phased or the I-85 interchanges\) with appropriate zoning districts to encourage industrial and commercial development while maintaining the integrity of existing land use patterns.](#)
- Review and revise the current subdivision regulations to accommodate all housing options including, cluster subdivisions, townhouses, duplexes, apartments (multi-family units) and condominiums.
- Insure adequate funding resources to assist in providing safe housing options for residents.

Objective 2: Ensure conditions are maintained to provide adequate and safe housing.

Strategies:

- Expand current Code Enforcement staff for Department of Environmental health staff to insure development and construction conforms to all standards at the local, and State, and Federal Levels.
 - Coordinate efforts where appropriate to promote neighborhood improvement projects.
 - Consider developing regulations that will require provisions for workforce housing in the County.
- 3. To provide and maintain, adequate county services and facilities to accommodate economic development and growth and to protect the public health and general welfare.**

Objective 1: Protect and provide adequate water and wastewater (services and facilities).

Strategies:

- Revise (in its entirety) the County's Subdivision Ordinance to insure provision of water/sewer, green-space, roads and schools (as applicable).
- Actively pursue grants or other funding sources to preserve all wetlands, floodplains, and other natural including all surface water resources.
- Expand the staff and resources of the County Department of Environmental Health to track and monitor well and septic systems to insure safe and adequate private well/septic systems.
- Conduct an inventory of the County's current subdivisions to identify deficiencies for infrastructure including streets/roads, water/sewer and well/septic systems.

Objective 2: To encourage sustainable economic growth and development.

Strategies:

- o Maintain the Capital Improvements Program to improve County services.
- o Pursue Rails to Trails and other similar enhancement programs to coordinate with the County EDC to use inactive rail easements and potential greenways for walking/biking trails, enhancing connectivity within the County.
- o Enhance the County's current walking/hiking trails and facilities.
- o Encourage enhancement of historic sites and tourism; inclusive of biking, walking and equestrian activities.

Objective 3: To enhance and maintain recreation facilities and programs.

Strategies:

- [Expand partial zoning \(phased or the I-85 Interchanges\) with appropriate zoning districts to encourage the use of natural resources for greenways and greenspace preservation, while maintaining the integrity of existing land use patterns and natural resources.](#)
- Require open space/recreation areas from new development.

- Pursue funding or leased/donated property to develop/purchase land for parks or landowner donations (Ex Conservation Reserve Enhancement Program)
- Develop partnerships with local and state facilities/programs.
- Coordinate with the County EDC to market Warren County as a destination point for youth, adult and senior activities/programs.

Objective 4: Maintain, streamline, and where feasible, expand public services, public safety/emergency services, and private services (electrical, telephone, cable television, natural gas, internet and cell-towers).

Strategies:

- o Review current public safety assets to determine needs, identify added community needs prior to new development to insure that adequate services will exist; inclusive of emergency back-up services and facilities.
- o Pursue available funding/grants to provide public safety services.
- o Maintain and enhance relationships with private companies providing current services for residents including electrical, telephone, cable television and internet/high speed service

4. To encourage development at a rate and in a pattern which can be efficiently served by existing and planned infrastructure.

Objective 1: Manage development so as to not overburden the County's-natural resources or infrastructure systems and allow for development to occur, as infrastructure becomes available.

Strategies:

- o [Expand partial zoning \(phased or the I-85 Interchanges\) with appropriate zoning districts to encourage both high and low density residential development.](#)
- o Review and revise the current County regulations to accommodate all types of housing.

Objective 2: Enhance property value and quality of life.

Strategies:

- o Require new development to provide for parks/green space and multi-modal access.
- o Require development to meet County and State requirements for stormwater control measures.

Objective 3: Minimize incompatible land uses.

Strategies:

- Research alternate zoning measures to require appropriate landscaping, preserve mature trees and native plant species as well as buffering, and/or additional setbacks.
- Review and revise subdivision requirements to incorporate soil surveys on all subdivisions and development.
- Insure requirements for buffers on surface waters (Tar-Pamlico River Basin Rules and Roanoke River Basin Rules).

Objective 4: Improve the image and character of the County.

Strategies:

- Require new development to incorporate Best Management Practices, as included in the revised subdivision ordinance.
- Enhance downtown Revitalization program with the incorporated towns of Warrenton, Norlina and Macon (coordinated with County revitalization efforts).

5. To develop a transportation system that will address economic development and local travel concerns.

Objective 1: Maintain current transportation routes and develop new routes.

Strategies:

- Expand partial zoning (phased or the I-85 Interchanges) with appropriate zoning districts to encourage development for all land uses in consideration of current and planned transportation systems.
- Coordinate with NC-DOT to implement all County projects included in the Transportation Improvement Program.
- Pursue efforts to promote development of the potential Southeast High Speed Rail Corridor.
- Coordinate with DOT, methods to insure the safety of residents along major road corridors.
- Encourage KARTS expansion of services and development of bus service (Greyhound, public transit).
- Establish multi-modal transportation resources in the County inclusive roads, rail, greenways, walking and biking trails.
- Coordinate with NC-DOT and the County EDC to enhance both current and planned transportation systems to support existing employment base and enhance transportation resources for the County

II. Proposed Plan Recommendations/Tools

- ◆ COMBINE LAND USE/DEVELOPMENT DOCUMENTS (POLICY AND PROCEDURES) INTO A UNIFIED DEVELOPMENT ORDINANCE (UDO) – INCLUSIVE OF ZONING AND SUBDIVISION REGULATIONS, FLOODPLAIN ORDINANCE AND MANUFACTURED HOUSING.
- ◆ HISTORIC PRESERVATION - COUNTY COORDINATES WITH ITS MUNICIPALITIES TO ENHANCE AND PRESERVE THE HISTORIC CHARACTER OF THE COUNTY AND UTILIZE HISTORIC PRESERVATION TO ENCOURAGE ECONOMIC DEVELOPMENT.
- ◆ COUNTYWIDE ZONING – TO PROTECT PROPERTY AND LAND USE WITHIN THE COUNTY FROM NEGATIVE IMPACTS WHILE ENHANCING OPPORTUNITIES FOR ECONOMIC DEVELOPMENT - INITIATE A PHASED COUNTYWIDE ZONING FROM THE CURRENT ESTABLISHED ZONED BOUNDARIES AT KERR LAKE AND LAKE GASTON.
- ◆ REVISE THE SUBDIVISION AND ZONING ORDINANCES (EITHER SEPERATE FROM A PROPOSED UDO OR CONTAINED THEREIN) TO REQUIRE DEVELOPERS TO PROVIDE ADEQUATE WATER AND SEWER/SEPTIC SERVICE, GREENSPACE, STREETS/ROAD INFRASTRUCTURE, SCHOOLS AND STORMWATER MEASURES (BEST MANAGEMENT PRACTICES) FOR NEW DEVELOPMENT.

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Item # 3

**N.C. Association of County
Commissioners
Video Presentation**

You Tube Link to Video:

<http://youtu.be/hE5GknM9afQ>

December 10, 2014
Work Session Agenda

Item # 4

“Proposed” Warren County Donated Leave Policy
For
Warren County Employees

###

Lisa Alston, HR Manager
And
Linda T. Worth, County Manager

TO: Warren County Board of Commissioners

FROM: Linda T. Worth, County Manager & Lisa Alston, HR Manager

DATE: December 5, 2014

RE: Proposed Donated Leave Policy

Over the past several years due to personal illness or illness within their families, several Warren County employees have been required to be out of work an extended length of time in leave without pay status due to exhausted accrued leave balances. The proposed Donated Leave Policy provides a structured framework within which those affected employees can receive relief in the form of donated leave from their co-workers that would enable them to continue to receive a pay check during those critical times until they are able to return to work.

We will look forward to discussing this proposed policy with the Board during your Wednesday, December 10, 2014 Work Session.

DRAFT

Warren County, NC Donated Leave Policy

Purpose:

It is the intent of this policy to allow one or more employee(s) to assist another employee by donating leave in cases of extremely serious and prolonged medical conditions where personal illness or injury requires the employee to be away from work to the point of exhausting all forms of paid leave.

This policy will not apply to incidental, normal, and/or short-term medical conditions. The County Manager, with input from the Human Resources Manager, shall have the final authority to make determinations on a case-by-case basis of when this policy may be applied.

Definitions:

Medical Condition:

For the purposes of this policy, medical condition means the medical condition of an employee, spouse or child that is likely to require an employee's absence from duty for a prolonged period of time.

Prolonged Period of Time:

A prolonged period of time is considered to be a minimum of 15 consecutive workdays.

Extremely Serious and Prolonged Medical Conditions:

Extremely serious and prolonged medical conditions shall include, but are not limited to: conditions associated with life threatening injury or illness, or serious complications arising from medically necessary surgery.

Donated Leave:

Donated leave may be in the form of sick leave and vacation leave accrued to any regular full-time employee of Warren County Government.

Eligibility for Donated Leave:

Regular full-time employees who have successfully completed the county determined probationary period of six (6), nine (9), twelve (12) or twenty-four (24) months shall be eligible for consideration to receive donated leave. The employee must have exhausted all available forms of paid leave such as sick leave and vacation leave, as well as any accrued compensatory time before requesting consideration for receipt of donated leave.

Use of donated leave must be for the sickness or injury of the employee, spouse or child.

Sick leave or vacation leave may be donated by full-time employees. After the donation, the donating employee must still have a minimum of forty (40) hours of sick leave or vacation leave.

Procedure to Request and Approve Donated Leave:

Donors must complete a Donated Leave Authorization Form (Attachment A) designating the number of hours, type of leave being donated, and to whom the leave is being donated. The donating employee must sign the authorization form to authorize the transfer. Leave can only be donated in whole hour increments, for example, one (1) hour, two (2) hours, etc. Leave balances will be verified by the Finance Office, and any unused donated leave will be returned to the donor's leave balance. All donations will be kept in the strictest of confidence.

The employee or the employee's immediate family member (in the case of an emergency which has rendered the employee unable to make the request him/herself), shall make the request for donated leave to the employee's Department Head. The Department Head shall have the authority to request donated leave on behalf of the employee under exceptional circumstances. The Department Head shall forward the request, along with his/her recommendation to the Human Resources Manager for review. The County Manager, with input from the Human Resources Manager, shall have the final authority to approve the request.

Requests for eligibility to receive donated leave shall be approved or denied within 5 working days of the request. The employee may not file a grievance if the request to receive donated leave is denied. The employee receiving donated leave may be given information on the amount of time donated, but will not receive information such as the names of donating employees. Leave time will be donated to the employee anonymously.

DRAFT

The County may require medical certification from a health care provider to support an employee's request to receive donated leave. If medical certification is required to support the employee's request to receive donated leave, the date of receipt of the medical certification by the employee's Department Head shall be considered the initial date of request for consideration to receive donated leave.

Upon approval to receive donated leave, the Human Resources Manager shall distribute a notice to all departments with the purpose of notifying staff of an employee's need for donated leave. The requesting employee's name will remain confidential unless the requesting employee provides written authorization to release his/her name. The donated leave program shall apply to all County departments. Therefore, leave may be donated by an eligible employee in any County department to an eligible employee in any other County department.

Donated leave will be available for use on a current basis or may be retroactive to the first day of leave without pay as a result of a serious and prolonged medical condition. Donated leave may not be used on an intermittent basis. Donated leave may not accrue to the employee's benefit after his/her return to work. Unused donated leave shall be forfeited upon the employee's return to work. Establishment of a leave "bank" for unnamed employees is expressly prohibited.

No employee may directly or indirectly intimidate, threaten, coerce, or attempt to intimidate, threaten, or coerce any other employee for the purpose of interfering with any privilege which such employee may have with respect to donating, receiving, or using leave under this policy. An employee may not solicit leave from other County employees for donation to an employee in need. Such action by any employee shall be grounds for disciplinary action up to and including dismissal.

Solicitation of donated leave shall be undertaken only by the Human Resources Manager as outlined in this section.

Policy Adoption:

Adopted this the _____ day of _____, 2015.

Attest:

Warren County Board of Commissioners

Angelena Kearney-Dunlap, Clerk to the Board

Barry Richardson, Chairman

Donated Leave Authorization Form

Donated leave is for: _____

(Employee to receive donated leave)

of the _____ Department.

(Employee's department)

Number of hours to be donated: _____.

Type of leave to be donated: _____.

Leave is donated by: _____ of the

(Employee donating the leave)

_____ Department.

(Donating employee's department)

Donating Employee's Signature

Date

*The signature above gives authorization to the Warren County Finance Office to transfer leave to the designated employee. Upon the employee's return to work, any unused donated leave hours will be returned to the donating employee's leave balance.

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Item # 5

“Proposed” Career Advancement Policy for Warren
County
Employees

###

Lisa Alston, HR Manager
And
Linda T. Worth, County Manager

TO: Warren County Board of Commissioners

FROM: Linda T. Worth, County Manager & Lisa Alston, HR Manager

DATE: December 5, 2014

RE: Proposed Career Advancement Policy

The proposed Career Advancement Policy has been created as a tool to address the following human resource considerations:

1. To encourage the continued service of quality employees within Warren County Government (employee retention);
2. To provide a mechanism to move career employees from the minimum hiring salary through the salary range;
3. As a tool to motivate and reward employees who achieve performance objectives; and
4. To maintain fair and competitive salaries consistent with the general labor market.

As you are well aware, Warren County must compete for employees across all employment sectors. When we hire and train quality employees, it is always with the hope that they will remain employed with the County an extended length of time and that our investment in them (salaries, fringes, and training dollars) will be returned to the County in the form of quality services. If we are unable to compete with other employers, the County loses significant amounts of money from costs associated with employee turn-over.

The proposed Career Advancement Policy represents one tool in our tool box to encourage our employees to consider career employment with Warren County. We will look forward to discussing this proposed policy with the Board during your Wednesday, December 10, 2014 Work Session.

Warren County Career Advancement Policy

- Purpose:** It is the intent of this policy to provide career employees an opportunity for salary advancement within the designated salary grades dependent upon the completion of County service.
- Scope:** All full-time employees and permanent part-time employees.
- Objectives:** The objectives of the Career Advancement Policy are as follows:
- To maintain fair and competitive salaries consistent with the general labor market.
 - To provide a mechanism to move career employees from the minimum hiring salary through the salary range.
 - To motivate and reward employees who achieve performance objectives.
 - To encourage the continued service of quality employees with Warren County.
- Definition:** Service – Employment with Warren County.
- Guidelines:** All permanent employees covered by this policy are eligible for a salary increase in an amount up to 1% of the base salary dependent upon individual job performance, continued service with Warren County, and the pool of funds approved for career advancement by the Warren County Board of Commissioners and funded in the annual budget. The amount of increase approved in any year will be the same for all eligible employees.
- Eligibility:** Permanent employees who have successfully completed a minimum of two (2) consecutive years of service with Warren County shall be eligible for consideration to receive an initial career advancement salary increase. The increase shall be granted on the anniversary date during the fiscal year within which the anniversary falls. Permanent employees will be eligible for career advancement every other year thereafter within the fiscal year during which the anniversary falls. Fiscal year is defined as July 1st through June 30th. Employees must have achieved a minimum overall performance appraisal score of 3.0 on the previous annual performance

Draft

evaluation in order to be eligible for career advancement during the initial consideration period or during any subsequent consideration period.
Employees whose salaries are at or above the salary grade maximum for their job classifications are not eligible for a career advancement increase.

Policy Adoption:

Adopted this the _____ day of _____, 2015.

Attest:

Warren County Board of Commissioners

Angelena Kearney-Dunlap, Clerk to the Board

Barry Richardson, Chairman

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Item # 6

“Revised” Warren County Salary
Administration Policy

###

Lisa Alston, HR Manager
And
Linda T. Worth, County Manager

Proposed Revisions to
Warren County Salary Administration Policy

The proposed revisions to the County's Salary Administration Policy update the policy by clarifying and correcting certain information; deleting outdated information, including all references to the no longer utilized "pay for performance salary increase"; and incorporates the proposed career advancement increase.

Should the Board not wish to move forward with the Career Advancement Policy, the Salary Administration Policy would need to be revised to remove all information pertaining to same.

Linda T. Worth, County Manager

Lisa Alston, Human Resources Manager

Current

Warren County Salary Administration Policy

Policy Warren County's policy is to ensure competitive and equitable salaries for all employees.

Scope All full-time employees and permanent part-time employees.

GUIDELINES

Objectives The objectives of the Salary Administration Policy are as follows:

- To maintain fair and competitive salaries and ranges, consistent with the general labor market and the County's ability to pay.
- To maintain a salary schedule that will attract, retain, reward, and motivate the high quality employees needed by the County to achieve its goals and objectives.
- To ensure internal equity and consistency within and between departments.
- To provide the opportunity for recognition and reward through pay for performance based on differences in individual performance.

Definitions Demotion – Involuntary downward movement into a lower salary grade.

Downbid – Voluntary downward movement into a lower salary grade.

Lateral Transfer – Move from one job to another in the same salary grade.

Promotion – Advancement from one salary grade job into a higher salary grade job.

Pay for Performance – Adjustment in base salary granted for continued demonstration of job proficiency or improved job performance.

Compa-ratio – A numerical description of an employee’s position within the salary range. Calculated by dividing current salary by the job’s salary range midpoint.

New Jobs

Before a new job may be filled, a job description must be written and assigned to a salary grade. The Warren County Board of Commissioners must approve both the job description and salary grade.

New Hires

New hires must be paid a base salary at least equal to the established salary range minimum but should normally not exceed the first quartile (25%) of the salary range. To avoid internal inequities, the salaries of other employees in the same job will be reviewed.

Special Note: Employees who are subject to the State Personnel Act and are hired in a Trainee status will be paid twelve dollars (\$12) less annually than the salary range minimum.

Salary Increases

At the beginning of the fiscal year, employees will be considered for salary increases based on their level of performance for the previous fiscal year and their compa-ratio (numerical description of an employee’s position within the salary range).

Employees who do not achieve an overall performance appraisal score of 3.00 or higher are not eligible for a pay for performance increase.

Employees who are at or above the salary range maximum for their job classification are not eligible for a pay for performance increase.

New Hires

- Employees who are serving in a probationary period are not eligible for salary increases based on performance.
- Employees who have completed their probationary period will be eligible for a prorated salary increase based on performance. For example, an employee who has worked eight (8) months of the fiscal year will be eligible for eight-twelfths (8/12^{ths}) of the salary increase for their level of performance.

Promotions

The amount of the promotional increase should be based upon and computed as follows:

- The number of grade levels promoted.
- The relationship of the employee's new salary to others in the same job with similar amounts of skill and experience in the performance of the assigned duties.
- Up to 4% per grade promoted (maximum 3 grades or 12%).
- If, after the initial 4% per grade calculation, the incumbent's rate is below the range minimum, the new rate of pay will be the range minimum.
- The 4% per grade is a maximum and smaller amounts should be used to avoid creating internal inequities.

Job Reclassification

When a substantial change in current job duties merits a job reclassification, the job description is revised and the job is assigned to the proper pay grade.

If, as a result of reclassification, a job is changed to a **higher** salary grade, incumbents who are below the new salary range minimum will be moved to the minimum. If an incumbent's salary falls within the new pay range, no salary treatment will be initiated.

If, as a result of reclassification, a job is changed to a **lower** salary grade, incumbents who are within the new salary maximum will receive no pay treatment. If an incumbent's salary exceeds the range maximum of the new salary range, their salary will be "red circled." An employee with a "red circled" salary is not eligible to receive pay for performance increases.

Periodically, the Human Resources Department will formally review all job classifications to ensure both internal equity and external competitiveness.

Lateral Transfer

If an employee moves from one job to another in the same salary grade, no salary treatment will be initiated. The two supervisors must collaborate about the employee's performance when performance appraisals are done.

Downbid

Employees who downbid will receive a salary reduction of 4% per grade. This decrease should not exceed 16% unless the resultant salary is over the range maximum, in which case the salary will be reduced to the range maximum.

Employees who downbid are eligible to receive the full portion of the pay for performance increase, regardless of the timing of the downbid.

Demotion

Employees who are demoted will receive a salary reduction of 4% per grade. This decrease should not exceed 16% unless the resultant salary is over the range maximum, in which case the salary will be reduced to the range maximum.

Employees who are demoted are eligible to receive the full portion of the pay for performance increase, regardless of the timing of the demotion.

Exceptions

Exceptions to the guidelines of this policy are discouraged. All exception requests must be submitted in writing to the Human Resources Department. The Human Resources Manager will make a recommendation to the County Manager. If the Human Resources Manager and the County Manager approve an exception request, the request will be submitted to the Board of County Commissioners for final approval.

Exceptions must be approved prior to any salary information being communicated to the employee.

Warren County Salary Administration Policy

Policy Warren County's policy is to promote and ensure competitive and equitable salaries for all employees.

Scope All full-time employees and permanent part-time employees.

GUIDELINES

Objectives The objectives of the Salary Administration Policy are as follows:

- To maintain fair and competitive salaries and ranges, consistent with the general labor market and the County's ability to pay.
- To maintain a salary schedule that will attract, retain, reward, and motivate the high quality employees needed by the County to achieve its goals and objectives.
- To ensure internal equity and consistency within and between departments.
- To provide the opportunity for salary increases for employees through across-the-board increases, increases resulting from career advancement pay, or a combination of the two, dependent upon approval by the Warren County Board of Commissioners.

Definitions
Demotion – Involuntary downward movement into a lower salary grade.

Down-bid – Voluntary downward movement into a lower salary grade.

Lateral Transfer – Move from one job to another in the same salary grade.

Promotion – Advancement from one salary grade job into a higher salary grade position.

Across-the-Board Increase – Annual adjustment in base salary granted to all employees covered by this policy.

Career Advancement Pay – Adjustment in base salary granted in order to advance eligible permanent employees through their respective salary grades.

Salary Structure Adjustment – Adjustment to the Job Classification Schedule Salary Range Structure (Minimum, Midpoint, and Maximum) which must be approved by the Warren County Board of Commissioners.

New Jobs Before a new job may be filled, a job description must be written and assigned to a salary grade. The Warren County Board of Commissioners must approve both the job description and salary grade.

New Hires New hires must be paid a base salary at least equal to the established salary grade minimum but should normally not exceed the first quartile (25%) of the salary grade. To avoid internal inequities, the salaries of other employees in the same job will be reviewed.

Special Note: Employees who are subject to the State Human Resources Act and are hired in a Trainee status will be paid twelve dollars (\$12) less annually than the salary grade minimum. Employees hired in a work against status shall be appointed to the salary grade which coincides with their job classification and level of qualification as determined by the Office of State Human Resources.

Salary Increases During the annual budget process, the Warren County Board of Commissioners will determine which type of salary increase, if any, will be utilized. The Board will consider across-the-board increases, career advancement increases, or a combination of the two types.

Employees who are at or above the salary grade maximum for their job classification are not eligible for any increase in salary.

Across-the-Board Increase – All employees covered by this policy are eligible for a salary increase based on the percentage or amount approved by the Warren County Board of Commissioners and funded in the annual budget.

Employees who are serving in a probationary period are eligible for any across-the-board increase granted by the Warren County Board of Commissioners.

Career Advancement Increase – All permanent employees covered by this policy are eligible for a salary increase based on individual job performance, continued service with Warren County, and the pool of money approved for career advancement by the Warren County Board of Commissioners and funded in the budget. Employees will be considered for career advancement increases beginning on the second anniversary of employment with Warren County and every other year thereafter. Employees must have achieved a minimum overall performance appraisal score of 3.0 on the previous year's annual performance evaluation in order to be eligible for a career advancement increase.

Promotions

The amount of the promotional increase should be based upon and computed as follows:

- The number of grade levels promoted.
- The relationship of the employee's new salary to others in the same job with similar amounts of skill and experience in the performance of the assigned duties.
- The percentage increase for promotions is determined by multiplying the percentage difference between the grades in the approved Warren County Job Classification Schedule (currently 5%) times the number of grades promoted.
- If, after the initial percentage increase per grade calculation, the incumbent's rate is below the new grade minimum, the new rate of pay will be the grade minimum.
- The percentage difference between the grades in the approved Warren County Job Classification Schedule to compute promotional increases is a maximum and smaller amounts should be used to avoid creating internal inequities.

Job Reclassification When a substantial change in current job duties within a job category merits reclassification, in consultation with the Human Resources Manager, the job description may be revised and the job category assigned to the proper pay grade.

If, as a result of reclassification, a job is changed to a **higher** salary grade, incumbents who are below the new salary grade minimum

will be moved to the minimum. If an incumbent's salary falls within the new pay grade, no salary treatment will be initiated.

If, as a result of reclassification, a job is changed to a **lower** salary grade, incumbents who are at or above the new salary maximum will receive no salary increase.

All requests for Job Reclassification must be approved by the Warren County Board of Commissioners.

Lateral Transfer

If an employee moves from one job to another in the same salary grade, no salary treatment will be initiated. The previous supervisor must collaborate with the new supervisor concerning the employee's performance when performance appraisals are completed.

Down-bid

Salary reductions for employees who down-bid will be computed by multiplying the percentage difference between the grades in the approved Warren County Job Classification Schedule times the number of grades down-bid. The resulting decreased salary should not exceed the range maximum, in which case the salary will be reduced to the range maximum.

Employees who down-bid are eligible to receive the full portion of any salary increase, regardless of the timing of the down-bid, provided that the increase does not exceed the salary range maximum.

Demotion

Employees who are demoted will receive a salary reduction equal to the percentage difference between the grades in the approved Warren County Job Classification Schedule times the number of grades demoted. This resulting decreased salary should not exceed the range maximum, in which case the salary will be reduced to the range maximum.

Employees who are demoted are eligible to receive the full portion of any salary increase, regardless of the timing of the demotion, provided that the increase does not exceed the salary range maximum.

Exceptions

Exceptions to the guidelines of this policy are discouraged. All exception requests must be submitted in writing to the Human Resources Department. The Human Resources Manager will make a recommendation to the County Manager. If the County Manager recommends approval of an exception request, the request will be submitted to the Warren County Board of Commissioners for final approval.

Exceptions to this policy must be approved prior to any salary information being communicated to the employee.

This revised Warren County Salary Administration Policy is adopted the ____ day of _____ 2015.

WARREN COUNTY BOARD OF COMMISSIONERS

Barry Richardson, Chairman

ATTEST:

Angelena Kearney-Dunlap, Clerk to the Board

Warren County
 Job Classification Schedule
 1950 Hours
 Effective July 1, 2014

Grade	Salary Range			Job Title
	Minimum	Midpoint	Maximum	
1	12,382	16,097	19,812	
2	13,001	16,902	20,802	
3	13,651	17,747	21,842	
4	14,334	18,634	22,934	
5	15,051	19,566	24,081	
6	15,803	20,544	25,285	
7	16,593	21,571	26,549	
8	17,423	22,650	27,877	
9	18,294	23,782	29,271	
10	19,209	24,972	30,734	Human Resources Aide
11	20,169	26,220	32,271	Animal Shelter Attendant General Utility Worker
12	21,178	27,531	33,884	Community Health Assistant Processings Assistant III Office Assistant III
13	22,237	28,908	35,579	Medicare Specialist
14	23,349	30,353	37,358	Administrative Assistant I Animal Shelter Technician Elections Technician Accounting Clerk IV Community Health Technician Processings Assistant IV Library Clerk Office Assistant IV Weighmaster Deputy Register of Deeds Deputy Tax Assessor Deputy Tax Collector
15	24,516	31,871	39,225	Building and Grounds Maintenance Worker I Accounting Technician Administrative Assistant II Foreign Language Interpreter Library Assistant Recreation Maintenance Specialist Utility Service Technician Nutrition Site Manager Youth Services Program Assistant Teen Court Coordinator

Grade	Salary Range			Job Title
	Minimum	Midpoint	Maximum	
16	25,742	33,464	41,187	Animal Control Officer Senior Administrative Assistant Computer Support Technician I Program Assistant IV Recreation Assistant Recreation Coordinator Senior Center Activity Coordinator Income Maintenance Caseworker I
17	27,029	35,137	43,246	Accounting Specialist Nutritionist I Solid Waste Operator
18	28,380	36,894	45,408	Building and Grounds Maintenance Worker II Public Health Educator I Licensed Practical Nurse II Human Resources Technician Library Technical Assistant Utility Crew Leader Utility Customer Service Coordinator Chore Services Supervisor II Income Maintenance Caseworker II Income Maintenance Investigator I Delinquent Tax Specialist Tax Mapper/Exemption Specialist Youth Services Program Coordinator
19	29,799	38,739	47,679	Deputy Elections Director Building and Grounds Maintenance Supervisor Medical Laboratory Technician II Utility Office Coordinator Social Worker I
20	31,289	40,676	50,063	Solid Waste Supervisor Income Maintenance Caseworker III
21	32,854	42,710	52,566	Executive Assistant/Deputy Clerk to the Board Nutritionist II Code Enforcement Officer
22	34,496	44,845	55,194	Economic Development Coordinator Accounting Manager Administrative Officer I Assistant Fire Marshal/Code Enforcement Officer Human Services Coordinator II

Grade	Salary Range			Job Title
	Minimum	Midpoint	Maximum	
23	36,221	47,088	57,954	Child Support Agent II Clerk to the Board Social Worker II Utility Superintendent/ORC Computer Systems Administrator I Day Care Services Coordinator I Income Maintenance Supervisor II Social Work Supervisor I Tax Collection Supervisor
24	38,032	49,442	60,852	Planner/Zoning Officer Public Health Nurse I Environmental Health Specialist Administrative Officer II
25	39,934	51,914	63,894	Animal Control Director Elections Director Emergency Services Division Chief Building and Grounds Maintenance Director Child Support Supervisor I Senior Center Director Social Worker III Veterans Administrator Youth Services Program Director
26	41,931	54,510	67,089	Public Health Educator III Public Health Nurse II Code Enforcement Administrator Social Worker Investigation/Assessment & Treatment Social Work Supervisor II
27	44,027	57,235	70,443	Public Health Nurse III Environmental Health Supervisor I Information Technology Administrator Parks and Recreation Director Register of Deeds
28	46,228	60,097	73,966	Public Health Nurse Supervisor I
29	48,540	63,102	77,664	Economic Development Director Emergency Services Director/Fire Marshal Public Health Nurse Supervisor II Human Resources Manager Planning/Zoning Administrator Social Work Supervisor III
30	50,967	66,257	81,547	Public Health Nurse Director I Library Director Public Utilities Director

Grade	Salary Range			Job Title
	Minimum	Midpoint	Maximum	
30	50,967	66,257	81,547	Public Works Director
31	53,515	69,570	85,624	
32	56,191	73,048	89,906	Finance Director Tax Administrator
33	59,001	76,701	94,401	
34	61,951	80,536	99,121	Local Health Director Director of Social Services
35	65,048	84,562	104,077	Assistant County Manager
36	68,300	88,791	109,281	
37	71,715	93,230	114,745	County Manager

*December 10, 2014
Work Session Agenda*

Item #7

*Comparison of National Association of Counties
(NACo) Dental/ Prescription/Medical Discount
Program
with
Careington International's offerings*

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Angelena Kearney-Dunlap, Clerk to the Board

NACo
page 1 of 4



NACo
PRESCRIPTION,
HEALTH & DENTAL
DISCOUNT
PROGRAM

AN EXCLUSIVE PROGRAM FOR
NACo MEMBER COUNTIES

**Now featuring
Dental Discounts!**



PRESCRIPTION, HEALTH & DENTAL DISCOUNTS FOR COUNTY RESIDENTS

HOW THE PROGRAM WILL HELP YOUR RESIDENTS

The NACo Prescription, Health & Dental Discount Program provides county residents with access to prescription, health and dental discounts. These programs are not prescription, health or dental insurance but rather discounts for savings on treatments, procedures and supplies.

Participating counties must be part of the prescription program in order to offer either health or dental or both programs to their residents. Depending on what their county offers, residents can choose to participate in all three programs, or two or just one.

The programs are available free to NACo member counties to provide to their residents. CVS/caremark™ administers all three programs.

The Prescription Discount Program is free to residents. The Health and Dental Discount Programs are fee-based programs and residents can pay either a monthly or annual fee to obtain discounts and savings.

NACo PRESCRIPTION, HEALTH & DENTAL DISCOUNT PROGRAM FEES

NACo	MONTHLY INDV	MONTHLY FAMILY	ANNUAL INDV	ANNUAL FAMILY
Prescription	Free	Free	Free	Free
Health	\$6.95	\$8.95	\$69.00	\$79.00
Dental	\$6.95	\$8.95	\$69.00	\$79.00
Health + Dental	\$13.90	\$17.90	\$138.00	\$158.00

To learn more, go to www.naco.org/health, call toll-free **1-888-407-6226** and ask for membership or scan the QR code.



The NACo Prescription, Health & Dental Discount Programs are NOT insurance.



PRESCRIPTION DISCOUNT PROGRAM

The Prescription Discount Program helps residents who don't have insurance to save on their prescription purchases. But even residents who have insurance can use the discount card when their medications are not covered by their insurance plan.

SAVINGS	PROVIDER NETWORK
Save an average of 24% off the retail price of prescription medications.	More than 68,000 participating retail pharmacies nationwide, including the major chains and many independent pharmacies. Available for residents & their pets.

HEALTH DISCOUNT PROGRAM

NACo Health is an affordable choice for county residents who want to save on a wide range of health discounts including vision, hearing, diabetic supplies and more!

	SAVINGS	PROVIDER NETWORK
 VISION	35% off retail price of frames with purchase of complete pair. Discounts on other products and services in the program include exams, lenses, accessories, contact lenses & more.	More than 50,000 participating providers including LensCrafters®, Pearle Vision®, Nationwide Vision™, Target Optical®, and independent optometrists, ophthalmologists & opticians.
 HEARING	35% off hearing aid prices & complimentary screenings.	More than 2,500 participating locations.
 DIABETIC SUPPLIES	Discounts on Prescription & OTC diabetic supplies.	More than 68,000 participating retail pharmacies available for residents & their pets.
 PREPAID LAB	20% to 70% off a wide variety of physician approved lab-testing services, with confidential results.	More than 4,000 participating service centers.
 PREPAID DIAGNOSTIC IMAGING	40% to 75% off MRI and CT scans.	More than 2,900 radiology centers nationwide.
 LASIK & PRK VISION	15% off retail prices or 5% off promotional pricing.	More than 550 participating locations.

DENTAL DISCOUNT PROGRAM

NACo Dental offers county residents discounted rates on virtually everything from routine check-ups, to fillings, crowns, braces and even cosmetic work.

PROCEDURES	SAVINGS	PROVIDER NETWORK
Routine and In-Depth Check-Ups Child and Adult Teeth Cleanings Bitewing and Full Mouth X-Rays Panoramic Films Composite Fillings (white) Root Canals Simple Extractions Full Upper Dentures	15% to 50% off most dental procedures. Pay entire discounted rate directly to participating dentist at the time of service. No deductibles. No benefit maximums.	110,000 general dentists and specialists. Immediate access to dental providers, no waiting periods or claim forms. No referrals necessary for specialty dental care discounts. No exclusions for pre-existing conditions or age limits.

GET STARTED TODAY!

Please complete the information below and mail to:
Andrew S. Goldschmidt, CAE, Director of Membership Marketing
National Association of Counties
25 Massachusetts Ave., NW Ste. 500
Washington, DC 20001

Or e-mail the form to: agoldschmidt@naco.org

County Name: _____

Main County Contact: _____

Title: _____

Street Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

E-mail: _____

County Website: _____

Number of County Residents: _____

Please check the NACo Discount Programs your county would like to offer its residents.
(Counties must participate in the prescription program to add another program):

Prescription (already enrolled) Prescription Health Dental

By checking this box you are confirming that the NACo Prescription, Health & Dental Discount Programs checked above are approved by the County's elected board.

Logo requirements to produce program materials for your county:

CVS/caremark™ needs a jpg file of your county logo/seal to create the customized county card. E-mail the county logo as an attachment to NACoRx@caremark.com and indicate the county name and logo attached in the subject line.

Please provide a contact name/street address for the delivery of member ID cards and display stands if different from above.
(Please note we cannot deliver to P.O. boxes):

Please indicate how the county name should be referenced on the member ID card:

Spanish materials required: Yes No

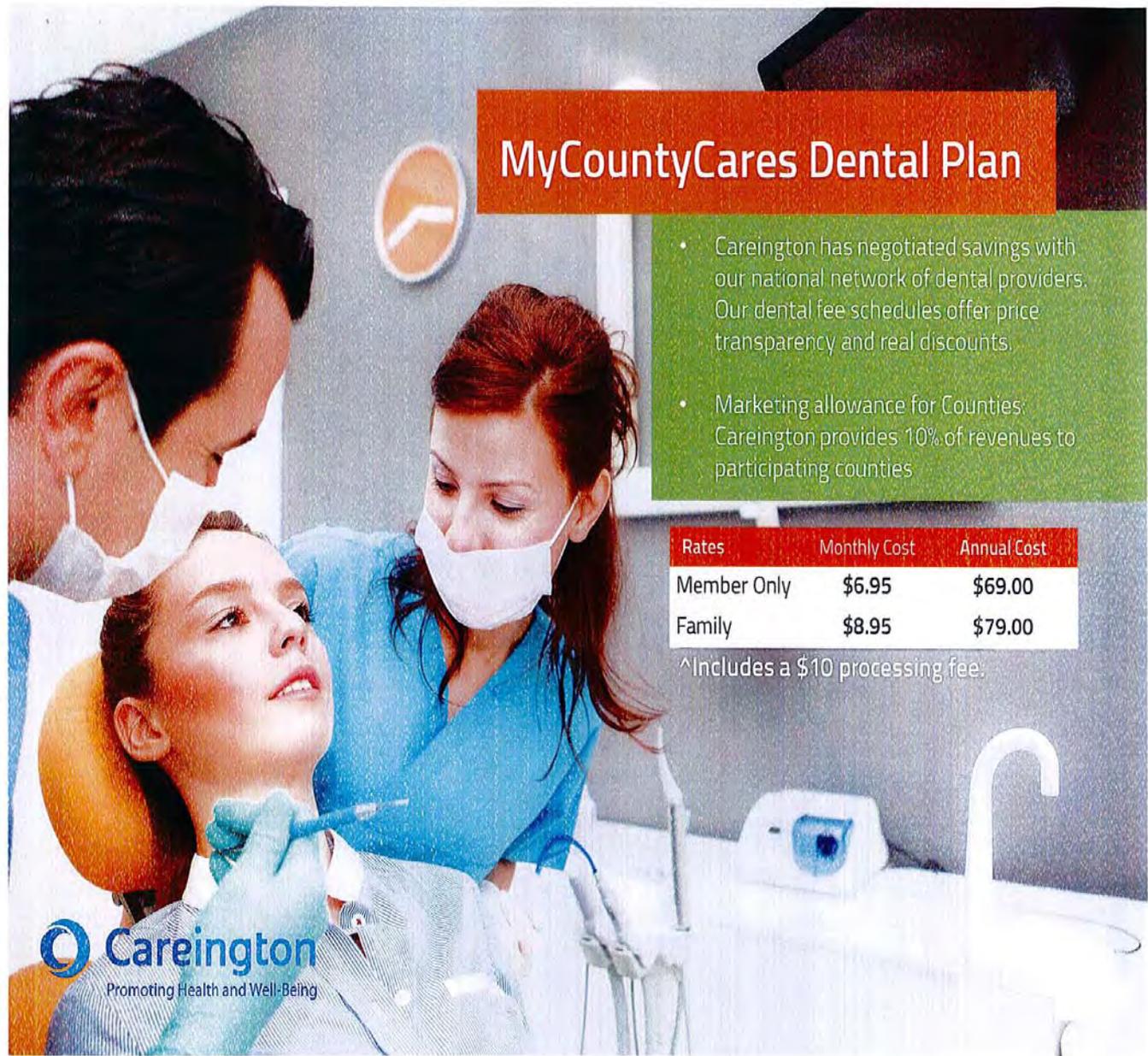


*Careington
International
page 1 of 3*



MyCountyCares Proposal

Administered by:  **Careington**
Promoting Health and Well-Being



MyCountyCares Dental Plan

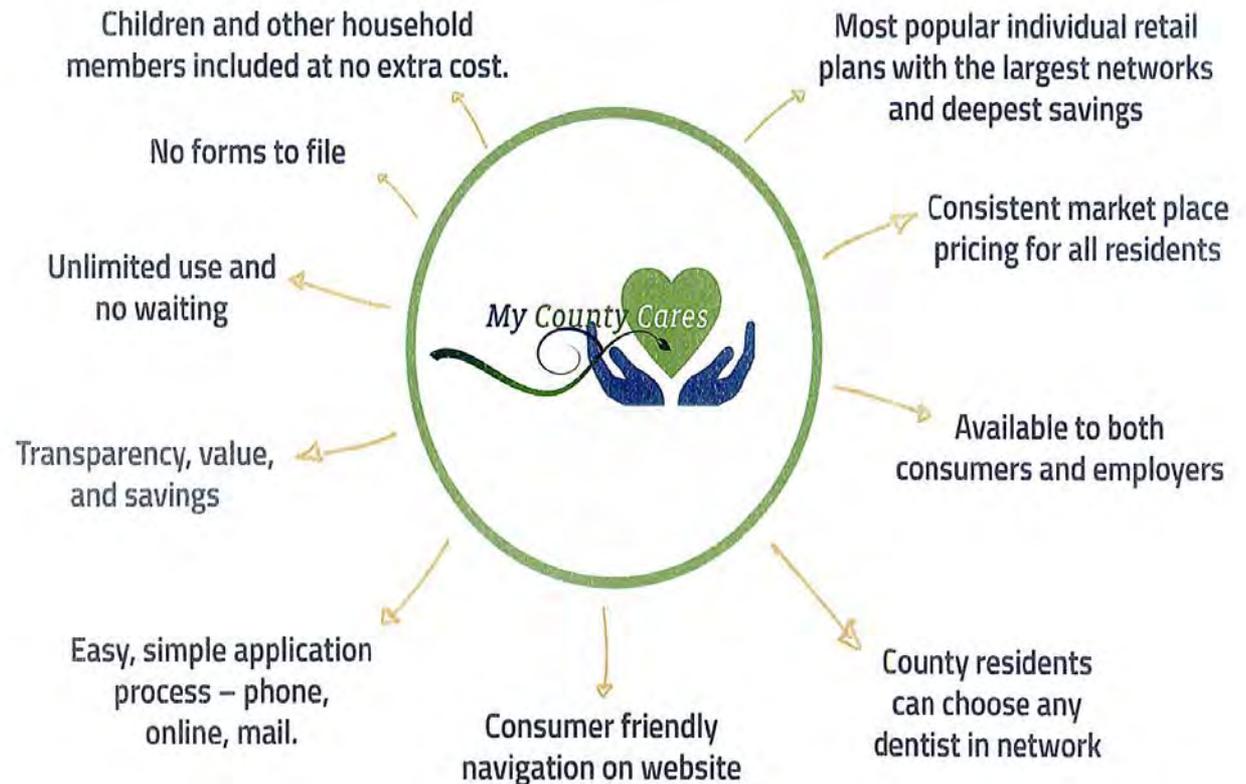
- Careington has negotiated savings with our national network of dental providers. Our dental fee schedules offer price transparency and real discounts.
- Marketing allowance for Counties: Careington provides 10% of revenues to participating counties

Rates	Monthly Cost	Annual Cost
Member Only	\$6.95	\$69.00
Family	\$8.95	\$79.00

^Includes a \$10 processing fee.

MyCountyCares Dental Plan

County residents have more dental options than ever with the largest national footprint of dental providers.



December 10, 2014
Work Session Agenda

Item # 8

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Adjourn Work Session