

SECTION: LEGISLATIVE

SUBJECT: SALARY COMMITTEE

Original Resolution No.: 94-09-07
Revision Resolution No.: 94-12-42
Revision Resolution No.: 94-12-22

Revision Resolution No.: 03-07-38
Revision Resolution No.: 03-10-34
Revision Resolution No.: 10-06-24

SALARY NEGOTIATING COMMITTEE

The County of Warner shall negotiate all salaries for all staff through a Salary Negotiating Committee.

1. The Salary Negotiating Committee may consist of all members of County Council.
2. The County Administrator and/or their designate shall provide consultation to all staff regarding compensation issues.
3. Administration will be expected to participate in the compensation review process by:
 - (a) Providing the Committee with comparative information pertaining to compensation for each employee categories. (e.g. salaries, benefits, working conditions, employment policies, etc.)
 - (b) Bring to the attention of the Committee the expectations of employees or employee groups/associations.
 - (c) Providing the Committee with proposed compensation recommendations on each employee group, including senior administration. Recommendations will be in ranges rather than in specifics.
4. General guidelines for the annual compensation review process are:
 - (a) Administration will meet with the appropriate Committee Chairman no later than December 31 to initiate and plan the annual review process.
 - (b) Following the meeting, administration will proceed to prepare background information and proposals for consideration by the Committee. In developing such information administration will obtain reasonable input from employees.
 - (c) The Salary Negotiating Committee will meet before the end of February to commence formal compensation reviews.
 - (d) After considering the reports prepared by administration the Committee will be responsible for developing final recommendations to Council.
 - (e) Employee groups and/or individual employees to the negotiations are to put forth their negotiation proposals at the first meeting where both the employee group(s)/individual employee and Salary Negotiation Committee are present.
 - i. Any employee who has a specific request or concern dealing with salary negotiations shall request the County Administrator to place the item and/or their

attendance on the agenda. The Committee may also invite an employee to appear on their own behalf. The Committee may also consult with the employee's Department Head in advance of the meeting regarding any concerns the employee may have or wish to present.

- (f) Final recommendations are to be considered confidential. Minutes of committee meetings are to be kept by the County Administrator and are not be shown to any staff until formally approved at the next meeting of the Committee or the recommendations are adopted by County Council. Only those motions which directly affect the individual employee may be made available to them.
5. Salary negotiations will continue at the discretion of the Salary Negotiation Committee/County Council until Council deems they are complete.